

***Student Assistance Programs
Framework Worksheet
From ASAP-NJ***

The Substance Awareness Coordinator (SAC) job responsibilities are based upon NJ DOE law: Comprehensive ATOD (Alcohol Tobacco and Other Drug) Programs, NJSA 18A:40, NJAC 6A:16-3.1. Initially the SAC’s role was to develop, coordinate and implement prevention and intervention programming for students at-risk for ATOD abuse. Since 1987, the SAC job has evolved to include the coordination of all activities to ensure that their school/district is in compliance with the aforementioned law and to coordinate and implement prevention and intervention programming for students at-risk of academic failure. Still driven by NJSA 18Am, the SAC job has also evolved to include the coordination of all prevention and intervention activities related to violence, HIV/AIDS and mental health issues, as violence, HIV/AIDS and mental health issues are intricately intertwined with student and family ATOD issues.

The Substance Awareness Coordinator job responsibilities are also aligned with the 9 components of the NSAA (National Student Assistance Association). We have include the ‘description’ of each of the components, as they correlate to the row headings.

Strategy Descriptions

<i>Strategy:</i>	<i>Universal Prevention (Primary Prevention)</i>	<i>Selective Interventions (Secondary Prevention)</i>	<i>Indicated Interventions (Tertiary Prevention)</i>
<i>Description:</i>	<i>Programs, services & activities directed toward the general student population; intended to prevent the onset of one or more high-risk behaviors.</i>	<i>Programs, services & activities that are directed at a smaller number of students who are at risk for engaging in more serious problem behavior; students who require more support than is made available for students by primary prevention, and less support than is available for individual students who need flexible, personalized interventions.</i>	<i>Programs, services & activities directed toward students who chronically exhibit challenging and problematic behavior; students who generally are non-responsive to primary and secondary prevention programs, services or activities.</i>

**Elementary School
(Grades K-5)**

Strategy	Universal Prevention (Primary Prevention)	Selective Interventions (Secondary Prevention)	Indicated Interventions (Tertiary Prevention)
<ul style="list-style-type: none"> • <i>Policies & Procedures</i> - Student Assistance Programs coordinated by Substance Awareness Coordinators define the district and/or school's role in creating a safe, disciplined and drug-free learning community and to clarify the relationship between student academic performance and the use of alcohol, other drugs, violence and high-risk behavior. 	<ul style="list-style-type: none"> - Develop policy & procedure - Review and update policy & procedure annually - Distribute policy & procedure: <ul style="list-style-type: none"> o In-services o Workshops – Parent & student o Student Handbooks o Annual Calendars o District websites o Local Access TV - Policy & procedure topics include, but not limited to: <ul style="list-style-type: none"> o ATOD Policy & Procedure o Search & Seizure o Drug-Free School Zones o Federal & State Confidentiality o Bullying & Harassment o How to obtain help o Suicide ideation o Signs & Symptoms 	<ul style="list-style-type: none"> - Develop policy & procedure - Review and update policy & procedure annually - Distribute policy & procedure thru: <ul style="list-style-type: none"> o In-services o Workshops – Selective students - Sample topics beyond the universal: <ul style="list-style-type: none"> o Students ‘Suspected to be Under the Influence’ regulations, documents, parent letters, etc. o Random Drug Testing o I&RS - Coach administrator through ‘Suspected’ Student Under the Influence Procedures (Includes re-entry) 	<ul style="list-style-type: none"> - Develop policy & procedure - Review and update policy & procedure annually - Distribute policy & procedure: <ul style="list-style-type: none"> o In-services - Sample topics beyond universal and secondary: <ul style="list-style-type: none"> o Crisis Team o I&RS o Code of Conduct/VVSAIR reporting and interventions - Coach administrator through ‘Suspected’ Student Under the Influence Procedures (Includes re-entry)
<ul style="list-style-type: none"> • <i>Curriculum</i> Student Assistance Programs coordinated by Substance Awareness Coordinators educate parents, students, agencies and the community about the school policy on alcohol, tobacco, other drugs, disruptive behavior and violence and provide information about Student Assistance services that promote resilience and student success, including character education and 	<p>Customization and implementation of evidence-based school-wide social and emotional learning curriculae – topics include:</p> <ul style="list-style-type: none"> o ATOD, such as Here’s Looking at You o Violence Prevention, such as Second Step o School/Classroom Climate such as the Responsive Classroom, Lions Quest <p>From www.samhsa.gov, www.casel.org, etc.</p>	<p>Train, provide ongoing support to peer leadership programs, such as:</p> <ul style="list-style-type: none"> o Conflict Resolution/Peer Mediation <p>Conduct classroom workshops, such as:</p> <ul style="list-style-type: none"> o ATOD Awareness o Bullying o Good Touch/Bad Touch 	<p>Program advisor for peer leadership programs, such as:</p> <ul style="list-style-type: none"> o Conflict Resolution/Peer Mediation <p>Conduct psychoeducational groups, such as:</p> <ul style="list-style-type: none"> o Anger Management o Self-Esteem o Grief Management o COA/COSA

<i>Strategy</i>	<i>Universal Prevention (Primary Prevention)</i>	<i>Selective Interventions (Secondary Prevention)</i>	<i>Indicated Interventions (Tertiary Prevention)</i>
research-based prevention curriculum.	Also aligned with NJCCCS		
<ul style="list-style-type: none"> <i>Instruction</i> Student Assistance Programs coordinated by Substance Awareness Coordinators educate parents, students, agencies and the community about the school policy on alcohol, tobacco, other drugs, disruptive behavior and violence and provide information about Student Assistance services that promote resilience and student success, including character education and research-based prevention curriculum.	Provide technical assistance to staff implementing/teaching evidence-based school-wide social and emotional learning curriculae – topics include: <ul style="list-style-type: none"> o ATOD, such as Here's Looking at You o Violence Prevention, such as Second Step o School/Classroom Climate such as the Responsive Classroom, Lions Quest From www.samhsa.gov , www.casel.org , etc. Also aligned with NJCCCS	Train, provide ongoing support to peer leadership programs, such as: <ul style="list-style-type: none"> o Conflict Resolution/Peer Mediation Conduct classroom workshops, such as: <ul style="list-style-type: none"> o ATOD Awareness o Bullying o Good Touch/Bad Touch 	Program advisor for peer leadership programs, such as: <ul style="list-style-type: none"> o Conflict Resolution/Peer Mediation Conduct psychoeducational groups, such as: <ul style="list-style-type: none"> o Anger Management o Self-Esteem o Grief Management
<ul style="list-style-type: none"> <i>Staff Development</i> Student Assistance Programs coordinated by Substance Awareness Coordinators provide all school employees with the necessary foundation of attitudes and skills to reduce risks, increase protective factors and foster resilience through SAP services.	<ul style="list-style-type: none"> - Build capacity of administrators through training and education – strategic prevention planning - Keep staff abreast of federal, state and local trends through in-services, faculty meetings and information distribution - Develop and update annually Staff Policy and Procedure in-services and materials. Topics include, but not limited to: <ul style="list-style-type: none"> o ATOD Policy & Procedure o Search & Seizure o Drug-Free School Zones o Federal & State Confidentiality o Bullying & Harassment o How to obtain help o Suicide ideation o Signs & Symptoms 	<ul style="list-style-type: none"> - Develop and update policy and procedure in-services and materials for staff serving on school-based committees for selected students (based on grade, risk factors, and/or etc.) Topics include, but not limited to: <ul style="list-style-type: none"> o I&RS o School safety o The Partnership for Drug-Free NJ (PFDf-NJ) 4th Grade Folder Contest o PFDf-NJ 3rd Grade Contract o PFDf-NJ 5th Grade Parent Alert Program Conduct in-services for staff serving on school-based committees directed at selective students (based on grade, risk factors, and/or etc.). Topics include, but not limited to: 	<ul style="list-style-type: none"> - Develop and update policy and procedure in-services and materials for staff serving on school-based committees for indicated students (based on attendance, academic performance, substance use, and/or other risk factors). Topics include, but not limited to: <ul style="list-style-type: none"> o Crisis o I&RS o Shared Case management Train staff in psychoeducational groups, such as: <ul style="list-style-type: none"> o Group facilitation o Anger Management o Self-Esteem o Grief Management o COA/COSA

<i>Strategy</i>	<i>Universal Prevention (Primary Prevention)</i>	<i>Selective Interventions (Secondary Prevention)</i>	<i>Indicated Interventions (Tertiary Prevention)</i>
	<ul style="list-style-type: none"> - Conduct staff development for implementation of evidence-based school-wide social and emotional learning curriculae – topics include: <ul style="list-style-type: none"> o ATOD, such as Here’s Looking at You o Violence Prevention, such as Second Step o School/Classroom Climate such as the Responsive Classroom, Lions Quest From www.samhsa.gov, www.casel.org, etc. Also aligned with NJCCCS -Conduct staff development on DSACS/SECD 	<ul style="list-style-type: none"> o I&RS o School safety o The Partnership for Drug-Free NJ (PFDJ-NJ) 4th Grade Folder Contest o PFDJ-NJ 3rd Grade Contract o PFDJ-NJ 5th Grade Parent Alert Program - Train staff supporting peer leadership programs, such as: <ul style="list-style-type: none"> o Conflict Resolution/Peer Mediation 	
<ul style="list-style-type: none"> • <i>Student Support Services</i> Student Assistance Programs coordinated by Substance Awareness Coordinators provide a comprehensive model for the delivery of K-12 <i>prevention, intervention and support services</i>. Student assistance services are designed to reduce student risk factors, promote protective factors and increase asset development. The nine SAP components described below are recommended, as the minimum requirements needed to reduce barriers to learning and ensure student success in safe, disciplined and drug-free schools and communities. 	<ul style="list-style-type: none"> - District designee for customizing, coordinating and supporting comprehensive Student Assistance Program (SAP) in each school, based on district needs, including, but not limited to: <ul style="list-style-type: none"> o Policies & procedures o Curriculum & instruction o Staff Development o Programs o Parent & Community Involvement o Cooperation and Collaboration with Community Agencies o I&RS Mechanisms o Program & Service Integration o Evaluation - School designee as coordinator of comprehensive school-based Student Assistance Program (SAP) based on school’s needs, including, but not limited to: <ul style="list-style-type: none"> o Policies & procedures o Curriculum & instruction 	<ul style="list-style-type: none"> - School designee as coordinator of comprehensive school-based Student Assistance Program (SAP) based on selected population’s needs, including, but not limited to: <ul style="list-style-type: none"> o Policies & procedures o Curriculum & instruction o Staff Development o Programs o Parent & Community Involvement o Cooperation and Collaboration with Community Agencies o I&RS Mechanisms o Program & Service Integration o Evaluation 	<ul style="list-style-type: none"> - School designee as coordinator of comprehensive school-based Student Assistance Program (SAP) based on indicated population’s needs, including, but not limited to: <ul style="list-style-type: none"> o Policies & procedures o Curriculum & instruction o Staff Development o Programs o Parent & Community Involvement o Cooperation and Collaboration with Community Agencies o I&RS Mechanisms o Program & Service Integration o Evaluation

<i>Strategy</i>	<i>Universal Prevention (Primary Prevention)</i>	<i>Selective Interventions (Secondary Prevention)</i>	<i>Indicated Interventions (Tertiary Prevention)</i>
	<ul style="list-style-type: none"> ○ Staff Development ○ Programs ○ Parent & Community Involvement ○ Cooperation and Collaboration with Community Agencies ○ I&RS Mechanisms ○ Program & Service Integration ○ Evaluation 		
<ul style="list-style-type: none"> • <i>Programs</i> Student Assistance Programs coordinated by Substance Awareness Coordinators educate parents, students, agencies and the community about the school policy on alcohol, tobacco, other drugs, disruptive behavior and violence and provide information about Student Assistance services that promote resilience and student success. 	<ul style="list-style-type: none"> - District and/or school designee as coordinator of state mandated and other campaigns, including, but not limited to: <ul style="list-style-type: none"> ○ School Violence Awareness Week/ America's Safe Schools Week ○ Red Ribbon Week ○ Great American Smoke-out ○ Kick Butts Day ○ World AIDS Days ○ Parental & Family Involvement Week ○ National Crime Prevention Month ○ National Fire Safety Week ○ National Health Education Week ○ American Education Week ○ National Drunk and Drugged Driving Prevention Month ○ Random Acts of Kindness ○ National Children of Alcoholics Week ○ Celebrating Cultural Diversity ○ National Nutrition Month ○ National Inhalants and Poisons Week ○ Alcohol Awareness Month ○ National Public Health Week ○ Violence Prevention ○ Child Abuse Prevention ○ National Alcohol and Drug-related Birth Defects Awareness Week ○ Community and Prom Safety - District and/or school designee as 	<ul style="list-style-type: none"> Coordinate ATOD, Violence prevention, Suicide prevention, etc. programs for selected students (by grade level, classroom level, risk indicators) including, but not limited to: <ul style="list-style-type: none"> ○ DARE ○ GREAT ○ GAPP ○ Project PRIDE ○ Peer Mediation/Conflict Resolution 	<ul style="list-style-type: none"> Provide technical assistance and support to school-based programs for indicated students (based on risk factors, attendance, discipline, behavior, etc.), including, but not limited to: <ul style="list-style-type: none"> ○ In School Suspension ○ Special Ed/Child Study Team

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	coordinator of school-wide Social Emotional Learning programs, including, but not limited to: <ul style="list-style-type: none"> ○ DSACS/SECD 		
<p>❖ <i>Parent & Community Involvement</i></p> <p>Student Assistance Programs coordinated by Substance Awareness Coordinators build bridges between schools, parents and community resources through programming, representation on councils/coalitions, etc., referral and shared case management.</p>	<ul style="list-style-type: none"> - School representative to PTA/PTO - Attend Board of Ed meetings - School liaison to Board of Ed - Create and maintain SAP information on district/school website - Create, maintain and distribute Student Handbook to parents and community - Participate on township's MAC - Coordinate and conduct parent programs – at school sites and community sites, such as: <ul style="list-style-type: none"> ○ The Partnership for Drug-Free NJ (PFDF-NJ) 15 Minute Child Break ○ Lions Quest 	Coordinate and conduct parent programs for selected students (based on risk factors, grade level, and/or etc.) – at school sites and community sites, including, but not limited to: <ul style="list-style-type: none"> ○ The Partnership for Drug-Free NJ (PFDF-NJ) 4th Grade Folder Contest ○ PFDF-NJ 3rd Grade Contract ○ PFDF-NJ 5th Grade Parent Alert Program ○ Strengthening Families 	Coordinate and conduct parent programs for indicated students (based on risk factors, attendance, discipline, behavior, etc.) – at school sites and community sites, including, but not limited to: <ul style="list-style-type: none"> ○ Strengthening Families
<p>❖ <i>Cooperation & Collaboration with Community Agencies</i></p> <p>Student Assistance Programs coordinated by Substance Awareness Coordinators build bridges between schools and community-based organizations/resources through programming, representation on councils/coalitions, etc., referral and shared case management.</p>	<ul style="list-style-type: none"> - Representation on state (NJDOE and other) and community-based committees, including, but not limited to: <ul style="list-style-type: none"> ○ Municipal Alliance (MAC) ○ DSACs/SECD Stakeholders ○ School Counselor Advisory Board ○ No Child Left Behind ○ Better Use of Data ○ Education and Law Enforcement (MOA) ○ GCADA Legislative Sub-Committee ○ LCADAs ○ PACADAs ○ NJ DHS (Department of Human Services)/DAS (Division of Addiction Services) ○ NJ DCF (Department of Children 	<ul style="list-style-type: none"> - Representation on state (NJDOE and other) and community-based committees, including, but not limited to: <ul style="list-style-type: none"> ○ Municipal Alliance (MAC) ○ DSACs/SECD Stakeholders ○ School Counselor Advisory Board ○ No Child Left Behind ○ Better Use of Data ○ Education and Law Enforcement (MOA) ○ GCADA Legislative Sub-Committee ○ LCADAs ○ PACADAs ○ NJ DHS (Department of Human Services)/DAS (Division of Addiction Services) ○ NJ DCF (Department of Children 	<ul style="list-style-type: none"> - Representation on state (NJDOE and other) and community-based committees, including, but not limited to: <ul style="list-style-type: none"> ○ Municipal Alliance (MAC) ○ DSACs/SECD Stakeholders ○ School Counselor Advisory Board ○ No Child Left Behind ○ Better Use of Data ○ Education and Law Enforcement (MOA) ○ GCADA Legislative Sub-Committee ○ LCADAs ○ PACADAs ○ NJ DHS (Department of Human Services)/DAS (Division of Addiction Services) ○ NJ DCF (Department of Children and

<i>Strategy</i>	<i>Universal Prevention (Primary Prevention)</i>	<i>Selective Interventions (Secondary Prevention)</i>	<i>Indicated Interventions (Tertiary Prevention)</i>
	<p>and Families/DCBHS (Division of Child Behavioral Health Services)</p> <ul style="list-style-type: none"> - Joint sponsorship of state-wide, regional and local professional development programs, including, but not limited to: <ul style="list-style-type: none"> o Annual ASAP-NJ Conference o Regional/Local Service Provider meetings o Regional/Local Administrators' Conferences - Coordination and joint sponsorship of programs for students, staff, parents and community with community and state agencies, including, but not limited to: <ul style="list-style-type: none"> o Mental health agencies o Substance abuse rehabilitation agencies o County 'NCADD's o Higher Ed institutions, e.g. Rutgers' DSACS/SECD o Law enforcement o County Prosecutor's office o NJ DHS (Division of Human Services) o NJ DCBHS (Division of Child Behavioral Health Services) o Rutgers University's DSACS/SECD <p>Representation on state and local coalitions and participation in their activities, including, but not limited to:</p> <ul style="list-style-type: none"> o GCADA o LCADA o PACADA o Bridge to Recovery 	<p>and Families/DCBHS (Division of Child Behavioral Health Services)</p> <ul style="list-style-type: none"> - Joint sponsorship of state-wide, regional and local professional development programs, including, but not limited to: <ul style="list-style-type: none"> o Annual ASAP-NJ Conference o Regional/Local Service Provider meetings o Regional/Local Administrators' Conferences - Coordination and joint sponsorship of programs for students, staff, parents and community with community and state agencies, including, but not limited to: <ul style="list-style-type: none"> o Mental health agencies o Substance abuse rehabilitation agencies o County 'NCADD's o Higher Ed institutions, e.g. Rutgers' DSACS/SECD o Law enforcement o County Prosecutor's office o NJ DHS (Division of Human Services) o NJ DCBHS (Division of Child Behavioral Health Services) <p>Representation on state and local coalitions and participation in their activities, including, but not limited to:</p> <ul style="list-style-type: none"> o GCADA o LCADA o PACADA o Bridge to Recovery 	<p>Families/DCBHS (Division of Child Behavioral Health Services)</p> <ul style="list-style-type: none"> - Joint sponsorship of state-wide, regional and local professional development programs, including, but not limited to: <ul style="list-style-type: none"> o Annual ASAP-NJ Conference o Regional/Local Service Provider meetings o Regional/Local Administrators' Conferences - Coordination and joint sponsorship of programs for students, staff, parents and community with community and state agencies, including, but not limited to: <ul style="list-style-type: none"> o Mental health agencies o Substance abuse rehabilitation agencies o County 'NCADD's o Higher Ed institutions, e.g. Rutgers' DSACS/SECD o Law enforcement NJ DHS (Division of Human Services) o NJ DCBHS (Division of Child Behavioral Health Services) o County Prosecutor's office <p>Representation on state and local coalitions and participation in their activities, including, but not limited to:</p> <ul style="list-style-type: none"> o GCADA o LCADA o PACADA o Bridge to Recovery
<p>❖ <i>Intervention & Referral Services & Mechanisms</i> Student Assistance Programs coordinated by Substance Awareness</p>	<p>- District designee for customizing, coordinating and supporting I&RS process and teams in each school (may include 504)</p>	<p>- Develop and conduct trainings for I&RS team on I&RS process, confidentiality, etc. - Coordinate and conduct I&RS process</p>	<p>- Case manage students requiring school-based and/or outside services - Conduct confidential individual counseling with students</p>

<i>Strategy</i>	<i>Universal Prevention (Primary Prevention)</i>	<i>Selective Interventions (Secondary Prevention)</i>	<i>Indicated Interventions (Tertiary Prevention)</i>
<p>Coordinators identify and refer students with academic and social concerns to a multi-disciplinary problem-solving and case management team, evaluate how the school can best serve students with academic or social problems through solution-focused strategies, and provide information, support and problem-solving skills to students who are experiencing academic or social problems.</p>	<ul style="list-style-type: none"> - School designee as coordinator/chairperson of IRS process and team based on school's needs (may include 504) - Train staff, students, parents/guardians, and community members as to 'How to Obtain Help' and federal and state confidentiality 	<p>for students referred to SAC/I&RS Team, including assessment and referral for school-based or outside services</p> <ul style="list-style-type: none"> - Coordinate other school-based and community intervention resources - Develop protocols for shared case management with other school-based and community service providers 	<ul style="list-style-type: none"> - Conduct psychoeducational groups with students, such as: <ul style="list-style-type: none"> o Anger Management o Self-Esteem o Grief Management o COA/COSA
<p>❖ <i>Program & Service Integration</i> Student Assistance Programs coordinated by Substance Awareness Coordinators integrate student assistance services with other school-based programs designed to increase resilience, improve academic performance and reduce student risk for alcohol, tobacco, other drugs and violence.</p>	<p>All above referenced SAP programs, services and activities are integrated with other school-based programs through collaborative planning and implementation with school leadership and staff, as well as through alignment with NJCCCS and NJSA 18A. Depending on the district/school's organizational structure, the SAC is either the designated coordinator for the 'other' school-based programs or ensures the integration of the SAP programs, services, and activities. Such school-based programs may include, but are not limited to:</p> <ul style="list-style-type: none"> o Character Ed o DSACS/SECD 	<p>All above referenced SAP programs, services and activities are integrated with other school-based programs through collaborative planning and implementation with school leadership and staff, as well as through alignment with NJCCCS and NJSA 18A. Depending on the district/school's organizational structure, the SAC is either the designated coordinator for the 'other' school-based programs or ensures the integration of the SAP programs, services, and activities. Such school-based programs may include, but are not limited to:</p> <ul style="list-style-type: none"> o Social Skills 	<p>All above referenced SAP programs, services and activities are integrated with other school-based programs through collaborative planning and implementation with school leadership and staff, as well as through alignment with NJCCCS and NJSA 18A. Depending on the district/school's organizational structure, the SAC is either the designated coordinator for the 'other' school-based programs or ensures the integration of the SAP programs, services, and activities. Such school-based programs may include, but are not limited to:</p> <ul style="list-style-type: none"> o Special Ed/Child Study Team
<p>❖ <i>Evaluation</i> Student Assistance Programs coordinated by Substance Awareness Coordinators ensure continuous quality improvement of student assistance services and outcomes, including improved student academic, social and emotional outcomes.</p>	<ul style="list-style-type: none"> - Conduct School climate surveys for staff, students, parents/community and analyze results with district/school stakeholders - Annual Title IV report - Conduct pre- and post- tests for curriculum implementation and workshops and analyze results 	<ul style="list-style-type: none"> - Monitor VVSARs - Monitor code of conduct/discipline data 	<ul style="list-style-type: none"> - Monitor I&RS referrals

<i>Strategy</i>	<i>Universal Prevention (Primary Prevention)</i>	<i>Selective Interventions (Secondary Prevention)</i>	<i>Indicated Interventions (Tertiary Prevention)</i>
❖ <i>Other</i>		○	

***Middle School
(Grades 6-8)***

<i>Strategy</i>	<i>Universal Prevention (Primary Prevention)</i>	<i>Selective Interventions (Secondary Prevention)</i>	<i>Indicated Interventions (Tertiary Prevention)</i>
<ul style="list-style-type: none"> • <i>Policies & Procedures</i> Student Assistance Programs coordinated by Substance Awareness Coordinators define the district and/or school's role in creating a safe, disciplined and drug-free learning community and to clarify the relationship between student academic performance and the use of alcohol, other drugs, violence and high-risk behavior. 	<ul style="list-style-type: none"> - Develop policy & procedure - Review and update policy & procedure annually - Distribute policy & procedure: <ul style="list-style-type: none"> ○ In-services ○ Workshops – Parent & student ○ Student Handbooks ○ Annual Calendars ○ District websites ○ Local Access TV - Policy & procedure topics include, but not limited to: <ul style="list-style-type: none"> ○ ATOD Policy & Procedure ○ Search & Seizure ○ Drug-Free School Zones ○ Federal & State Confidentiality ○ Bullying & Harassment ○ How to obtain help ○ Suicide ideation ○ Signs & Symptoms 	<ul style="list-style-type: none"> - Develop policy & procedure - Review and update policy & procedure annually - Distribute policy & procedure thru: <ul style="list-style-type: none"> ○ In-services ○ Workshops – Selective students - Sample topics beyond the universal: <ul style="list-style-type: none"> ○ Students 'Suspected to be Under the Influence' regulations, documents, parent letters, etc. ○ Random Drug Testing ○ I&RS - Coach administrator through 'Suspected' Student Under the Influence Procedures (Includes re-entry) 	<ul style="list-style-type: none"> - Develop policy & procedure - Review and update policy & procedure annually - Distribute policy & procedure: <ul style="list-style-type: none"> ○ In-services - Sample topics beyond universal and secondary: <ul style="list-style-type: none"> ○ Crisis Team ○ I&RS ○ Code of Conduct/VVSAIR reporting and interventions ○ Random Drug Testing - Coach administrator through 'Suspected' Student Under the Influence Procedures (Includes re-entry)

Strategy	Universal Prevention (Primary Prevention)	Selective Interventions (Secondary Prevention)	Indicated Interventions (Tertiary Prevention)
<ul style="list-style-type: none"> Curriculum Student Assistance Programs coordinated by Substance Awareness Coordinators educate parents, students, agencies and the community about the school policy on alcohol, tobacco, other drugs, disruptive behavior and violence and provide information about Student Assistance services that promote resilience and student success, including character education and research-based prevention curriculum. 	<p>Customization and implementation of evidence-based school-wide social and emotional learning curriculae – topics include:</p> <ul style="list-style-type: none"> ○ ATOD, such as Here’s Looking at You ○ Violence Prevention, such as Second Step ○ School/Classroom Climate such as Get Real About Violence, Lions Quest <p>From www.samhsa.gov, www.casel.org, etc. Also aligned with NJCCCS</p>	<p>Train, provide ongoing support to evidence-based peer leadership programs:</p> <ul style="list-style-type: none"> ○ NJ Peer to Peer ○ Conflict Resolution/Peer Mediation ○ Rebel II <p>Conduct classroom workshops, such as:</p> <ul style="list-style-type: none"> ○ ATOD Awareness ○ Bullying ○ Sexual Harassment 	<p>Program advisor for peer leadership programs</p> <ul style="list-style-type: none"> ○ Teen PEP ○ Best Friends ○ Best Men ○ Rebel II ○ NJ Peer to Peer ○ Conflict Resolution/Peer Mediation <p>Conduct psychoeducational groups, such as:</p> <ul style="list-style-type: none"> ○ Anger Management ○ Self-Esteem ○ Grief Management ○ Hygiene ○ Relapse Prevention ○ COA/COSA
<ul style="list-style-type: none"> Instruction Student Assistance Programs coordinated by Substance Awareness Coordinators educate parents, students, agencies and the community about the school policy on alcohol, tobacco, other drugs, disruptive behavior and violence and provide information about Student Assistance services that promote resilience and student success, including character education and research-based prevention curriculum. 	<p>Provide technical assistance to staff implementing/teaching evidence-based school-wide social and emotional learning curriculae – topics include:</p> <ul style="list-style-type: none"> ○ ATOD, such as Here’s Looking at You ○ Violence Prevention, such as Second Step ○ School/Classroom Climate such as Get Real About Violence, Lions Quest <p>From www.samhsa.gov, www.casel.org, etc. Also aligned with NJCCCS</p>	<p>Train, provide ongoing support to evidence-based peer leadership programs:</p> <ul style="list-style-type: none"> ○ NJ Peer to Peer ○ Conflict Resolution/Peer Mediation ○ Rebel II <p>Conduct classroom workshops, such as:</p> <ul style="list-style-type: none"> ○ ATOD Awareness ○ Bullying ○ Sexual Harassment 	<p>Program advisor for peer leadership programs</p> <ul style="list-style-type: none"> ○ Teen PEP ○ Best Friends ○ Best Men ○ Rebel II ○ NJ Peer to Peer ○ Conflict Resolution/Peer Mediation <p>Conduct psychoeducational groups, such as:</p> <ul style="list-style-type: none"> ○ Anger Management ○ Self-Esteem ○ Grief Management ○ Hygiene ○ Relapse Prevention ○ COA/COSA

<i>Strategy</i>	<i>Universal Prevention (Primary Prevention)</i>	<i>Selective Interventions (Secondary Prevention)</i>	<i>Indicated Interventions (Tertiary Prevention)</i>
<ul style="list-style-type: none"> <i>Staff Development</i> Student Assistance Programs coordinated by Substance Awareness Coordinators provide all school employees with the necessary foundation of attitudes and skills to reduce risks, increase protective factors and foster resilience through SAP services. 	<ul style="list-style-type: none"> - Build capacity of administrators through training and education – strategic prevention planning - Keep staff abreast of federal, state and local trends through in-services, faculty meetings and information distribution - Develop and update annually Staff Policy and Procedure in-services and materials. Topics include, but not limited to: <ul style="list-style-type: none"> o ATOD Policy & Procedure o Search & Seizure o Drug-Free School Zones o Federal & State Confidentiality o Bullying & Harassment o How to obtain help o Suicide ideation o Signs & Symptoms - Conduct staff development for implementation of evidence-based school-wide curriculum – topics include: <ul style="list-style-type: none"> o ATOD, such as Here’s Looking at You o Violence Prevention, such as Second Step o School/Classroom Climate such as Get Real About Violence, Lions Quest <p>From www.samhsa.gov, www.casel.org, etc. Also aligned with NJCCCS</p> <ul style="list-style-type: none"> - Conduct staff development for DSACS/SECD 	<ul style="list-style-type: none"> - Develop and update policy and procedure in-services and materials for staff serving on school-based committees for at-risk students. Topics include, but not limited to: <ul style="list-style-type: none"> o I&RS o School safety o Dating/Relationship Violence o Pre-natal/post-natal Conduct in-services for staff serving on school-based committees directed at selective students. Topics include, but not limited to: <ul style="list-style-type: none"> o I&RS o School safety o Dating/relationship Violence o Pre-natal/post-natal - Train staff supporting peer leadership programs, such as: <ul style="list-style-type: none"> o Conflict Resolution/Peer Mediation o Rebel II 	<ul style="list-style-type: none"> - Develop and update policy and procedure in-services and materials for staff serving on school-based committees for indicated students. Topics include, but not limited to: <ul style="list-style-type: none"> o Crisis o I&RS o Shared Case management Train staff in psychoeducational groups, such as: <ul style="list-style-type: none"> o Group facilitation o Anger Management o Self-Esteem o Grief Management o Hygiene o COA/COSA o Healthy Relationships o Pre-natal/post-natal
<ul style="list-style-type: none"> <i>Student Support Services</i> Student Assistance Programs 	<ul style="list-style-type: none"> - District designee for customizing, coordinating and supporting comprehensive Student Assistance 	<ul style="list-style-type: none"> - School designee as coordinator of comprehensive school-based Student Assistance Program (SAP) based on 	<ul style="list-style-type: none"> - School designee as coordinator of comprehensive school-based Student Assistance Program (SAP) based on

<i>Strategy</i>	<i>Universal Prevention (Primary Prevention)</i>	<i>Selective Interventions (Secondary Prevention)</i>	<i>Indicated Interventions (Tertiary Prevention)</i>
<p>coordinated by Substance Awareness Coordinators provide a comprehensive model for the delivery of K-12 <i>prevention, intervention and support services</i>. Student assistance services are designed to reduce student risk factors, promote protective factors and increase asset development. The nine SAP components described below are recommended, as the minimum requirements needed to reduce barriers to learning and ensure student success in safe, disciplined and drug-free schools and communities.</p>	<p>Program (SAP) in each school, based on district needs, including, but not limited to:</p> <ul style="list-style-type: none"> ○ Policies & procedures ○ Curriculum & instruction ○ Staff Development ○ Programs ○ Parent & Community Involvement ○ Cooperation and Collaboration with Community Agencies ○ I&RS Mechanisms ○ Program & Service Integration ○ Evaluation <p>- School designee as coordinator of comprehensive school-based Student Assistance Program (SAP) based on school's needs, including, but not limited to:</p> <ul style="list-style-type: none"> ○ Policies & procedures ○ Curriculum & instruction ○ Staff Development ○ Programs ○ Parent & Community Involvement ○ Cooperation and Collaboration with Community Agencies ○ I&RS Mechanisms ○ Program & Service Integration ○ Evaluation 	<p>selected population's needs, including, but not limited to:</p> <ul style="list-style-type: none"> ○ Policies & procedures ○ Curriculum & instruction ○ Staff Development ○ Programs ○ Parent & Community Involvement ○ Cooperation and Collaboration with Community Agencies ○ I&RS Mechanisms ○ Program & Service Integration ○ Evaluation 	<p>indicated population's needs, including, but not limited to:</p> <ul style="list-style-type: none"> ○ Policies & procedures ○ Curriculum & instruction ○ Staff Development ○ Programs ○ Parent & Community Involvement ○ Cooperation and Collaboration with Community Agencies ○ I&RS Mechanisms ○ Program & Service Integration ○ Evaluation
<p>• <i>Programs</i> Student Assistance Programs coordinated by Substance Awareness Coordinators educate parents, students, agencies and the community about the school policy on alcohol, tobacco, other drugs, disruptive behavior and violence and provide information about Student Assistance services that promote</p>	<p>- District and/or school designee as coordinator of state mandated and other campaigns, including, but not limited to:</p> <ul style="list-style-type: none"> ○ School Violence Awareness Week/ America's Safe Schools Week ○ Red Ribbon Week ○ Great American Smoke-out ○ Kick Butts Day ○ World AIDS Days ○ Parental & Family Involvement Week ○ National Crime Prevention Month 	<p>Coordinate ATOD, Violence prevention, Suicide prevention, etc. programs for selected students (by grade level, classroom level, risk indicators) including, but not limited to:</p> <ul style="list-style-type: none"> ○ DARE ○ GREAT ○ GAPP ○ Project PRIDE ○ Random Drug Testing ○ Peer Mediation/Conflict Resolution 	<p>Provide technical assistance and support to school-based programs for indicated students (based on risk factors, attendance, discipline, behavior), including, but not limited to:</p> <ul style="list-style-type: none"> ○ In School Suspension ○ Special Needs/Child Study Team

<i>Strategy</i>	<i>Universal Prevention (Primary Prevention)</i>	<i>Selective Interventions (Secondary Prevention)</i>	<i>Indicated Interventions (Tertiary Prevention)</i>
resilience and student success.	<ul style="list-style-type: none"> ○ National Fire Safety Week ○ National Health Education Week ○ American Education Week ○ National Drunk and Drugged Driving Prevention Month ○ Random Acts of Kindness ○ National Children of Alcoholics Week ○ Celebrating Cultural Diversity ○ National Nutrition Month ○ National Inhalants and Poisons Week ○ Alcohol Awareness Month ○ National Public Health Week ○ Violence Prevention ○ Child Abuse Prevention ○ National Alcohol and Drug-related Birth Defects Awareness Week ○ Community and Prom Safety - District and/or school designee as coordinator of school-wide Social Emotional Learning programs, including, but not limited to: <ul style="list-style-type: none"> ○ DSACS/SECD ○ Social Norms Project 	<ul style="list-style-type: none"> ○ Rebel II 	
<ul style="list-style-type: none"> • <i>Parent & Community Involvement</i> <p>Student Assistance Programs coordinated by Substance Awareness Coordinators build bridges between schools, parents and community resources through programming, representation on councils/coalitions, etc., referral and shared case management.</p>	<ul style="list-style-type: none"> - School representative to PTA/PTO - Attend Board of Ed meetings School liaison to Board of Ed - Create and maintain SAP information on district/school website - Create, maintain and distribute Student Handbook to parents and community - Participate on township's MAC - Coordinate and conduct parent programs – at school sites and community sites, such as: <ul style="list-style-type: none"> ○ The Partnership for Drug-Free NJ (PFDF-NJ) 15 Minute Child Break 	<p>Coordinate and conduct parent programs for selected students (based on risk factors, grade level, and/or etc.) – at school sites and community sites, including, but not limited to:</p> <ul style="list-style-type: none"> ○ PFDF-NJ's Middle School PSA Challenge ○ Strengthening Families 	<p>Coordinate and conduct parent programs for indicated students (based on risk factors, attendance, discipline, behavior, etc.) – at school sites and community sites, including, but not limited to:</p> <ul style="list-style-type: none"> ○ Strengthening Families ○ PIE (Essex County)

Strategy	Universal Prevention (Primary Prevention)	Selective Interventions (Secondary Prevention)	Indicated Interventions (Tertiary Prevention)
<ul style="list-style-type: none"> • <i>Cooperation & Collaboration with Community Agencies</i> Student Assistance Programs coordinated by Substance Awareness Coordinators build bridges between schools and community-based organizations/resources through programming, representation on councils/coalitions, etc., referral and shared case management. 	<ul style="list-style-type: none"> - Representation on state (NJDOE and other) and community-based committees, including, but not limited to: <ul style="list-style-type: none"> o Municipal Alliance (MAC) o DSACs/SECD Stakeholders o School Counselor Advisory Board o No Child Left Behind o Better Use of Data o Education and Law Enforcement (MOA) o GCADA Legislative Sub-Committee o LCADAs o PACADAs o NJ DHS (Department of Human Services)/DAS (Division of Addiction Services) o NJ DCF (Department of Children and Families/DCBHS (Division of Child Behavioral Health Services) - Joint sponsorship of state-wide, regional and local professional development programs, including, but not limited to: <ul style="list-style-type: none"> o Annual ASAP-NJ Conference o Regional/Local Service Provider meetings o Regional/Local Administrators' Conferences - Coordination and joint sponsorship of programs for students, staff, parents and community with state and community agencies, including, but not limited to: <ul style="list-style-type: none"> o Mental health agencies o Substance abuse rehabilitation agencies o County 'NCADD's o Higher Ed institutions, such as Rutgers' DSACS/SECD o Law enforcement 	<ul style="list-style-type: none"> - Representation on state (NJDOE and other) and community-based committees, including, but not limited to: <ul style="list-style-type: none"> o Municipal Alliance (MAC) o DSACs/SECD Stakeholders o School Counselor Advisory Board o No Child Left Behind o Better Use of Data o Education and Law Enforcement (MOA) o GCADA Legislative Sub-Committee o LCADAs o PACADAs o NJ DHS (Department of Human Services)/DAS (Division of Addiction Services) o NJ DCF (Department of Children and Families/DCBHS (Division of Child Behavioral Health Services) - Joint sponsorship of state-wide, regional and local professional development programs, including, but not limited to: <ul style="list-style-type: none"> o Annual ASAP-NJ Conference o Regional/Local Service Provider meetings o Regional/Local Administrators' Conferences - Coordination and joint sponsorship of programs for students, staff, parents and community with state and community agencies, including, but not limited to: <ul style="list-style-type: none"> o Mental health agencies o Substance abuse rehabilitation agencies o County 'NCADD's o Higher Ed institutions, such as Rutgers' DSACS/SECD o Law enforcement 	<ul style="list-style-type: none"> - Representation on state (NJDOE and other) and community-based committees, including, but not limited to: <ul style="list-style-type: none"> o Municipal Alliance (MAC) o DSACs/SECD Stakeholders o School Counselor Advisory Board o No Child Left Behind o Better Use of Data o Education and Law Enforcement (MOA) o GCADA Legislative Sub-Committee o LCADAs o PACADAs o NJ DHS (Department of Human Services)/DAS (Division of Addiction Services) o NJ DCF (Department of Children and Families/DCBHS (Division of Child Behavioral Health Services) - Joint sponsorship of state-wide, regional and local professional development programs, including, but not limited to: <ul style="list-style-type: none"> o Annual ASAP-NJ Conference o Regional/Local Service Provider meetings o Regional/Local Administrators' Conferences - Coordination and joint sponsorship of programs for students, staff, parents and community with state and community agencies, including, but not limited to: <ul style="list-style-type: none"> o Mental health agencies o Substance abuse rehabilitation agencies o County 'NCADD's o Higher Ed institutions, such as Rutgers' DSACS/SECD o Law enforcement

Strategy	Universal Prevention (Primary Prevention)	Selective Interventions (Secondary Prevention)	Indicated Interventions (Tertiary Prevention)
	<ul style="list-style-type: none"> ○ County Prosecutor's office ○ NJ DHS (Division of Human Services) ○ NJ DCBHS (Division of Child Behavioral Health Services) - Representation on state and local coalitions and participation in their activities, including, but not limited to: <ul style="list-style-type: none"> ○ GCADA ○ LCADA ○ PACADA ○ Bridge to Recovery 	<ul style="list-style-type: none"> ○ County Prosecutor's office ○ NJ DHS (Division of Human Services) ○ NJ DCBHS (Division of Child Behavioral Health Services) - Representation on state and local coalitions and participation in their activities, including, but not limited to: <ul style="list-style-type: none"> ○ GCADA ○ LCADA ○ PACADA ○ Bridge to Recovery 	<ul style="list-style-type: none"> ○ County Prosecutor's office ○ NJ DHS (Division of Human Services) ○ NJ DCBHS (Division of Child Behavioral Health Services) - Representation on state and local coalitions and participation in their activities, including, but not limited to: <ul style="list-style-type: none"> ○ GCADA ○ LCADA ○ PACADA ○ Bridge to Recovery
<ul style="list-style-type: none"> • Intervention & Referral Services & Mechanisms Student Assistance Programs coordinated by Substance Awareness Coordinators identify and refer students with academic and social concerns to a multi-disciplinary problem-solving and case management team, evaluate how the school can best serve students with academic or social problems through solution-focused strategies, and provide information, support and problem-solving skills to students who are experiencing academic or social problems. 	<ul style="list-style-type: none"> - District designee for customizing, coordinating and supporting I&RS process and teams in each school (may include 504) - School designee as coordinator/chairperson of IRS process and team based on school's needs (may include 504) - Train staff, students, parents/guardians, and community members as to 'How to Obtain Help' and federal and state confidentiality 	<ul style="list-style-type: none"> - Develop and conduct trainings for I&RS team on I&RS process, confidentiality, etc. - Coordinate and conduct I&RS process for students referred to SAC/I&RS Team, including assessment and referral for school-based or outside services - Coordinate other school-based and community intervention resources - Develop protocols for shared case management with other school-based and community service providers 	<ul style="list-style-type: none"> - Case manage students requiring school-based and/or outside services - Conduct confidential individual counseling with students - Conduct psychoeducational groups with students, such as: <ul style="list-style-type: none"> ○ Anger Management ○ Self-Esteem ○ Grief Management ○ COA/COSA ○ Relationships ○ Mothers & babies
<ul style="list-style-type: none"> • Program & Service Integration Student Assistance Programs coordinated by Substance Awareness Coordinators integrate student assistance services with other school-based programs designed to increase 	<p>All above referenced SAP programs, services and activities are integrated with other school-based programs through collaborative planning and implementation with school leadership and staff, as well as through alignment with NJCCCS and NJSA 18A. Depending on the district/school's organizational structure,</p>	<p>All above referenced SAP programs, services and activities are integrated with other school-based programs through collaborative planning and implementation with school leadership and staff, as well as through alignment with NJCCCS and NJSA 18A. Depending on the district/school's organizational structure,</p>	<p>All above referenced SAP programs, services and activities are integrated with other school-based programs through collaborative planning and implementation with school leadership and staff, as well as through alignment with NJCCCS and NJSA 18A. Depending on the district/school's organizational structure, the SAC is either</p>

Strategy	Universal Prevention (Primary Prevention)	Selective Interventions (Secondary Prevention)	Indicated Interventions (Tertiary Prevention)
resilience, improve academic performance and reduce student risk for alcohol, tobacco, other drugs and violence.	the SAC is either the designated coordinator for the 'other' school-based programs or ensures the integration of the SAP programs, services, and activities. Such school-based programs may include: <ul style="list-style-type: none"> ○ Character Ed ○ DSACS/SECD ○ Advisory ○ Transition programs ○ Violence and Vandalism Awareness Week 	the SAC is either the designated coordinator for the 'other' school-based programs or ensures the integration of the SAP programs, services, and activities. Such school-based programs may include: <ul style="list-style-type: none"> ○ Transition programs ○ Alternative Ed ○ Safe-Night ○ Mentoring programs, such as Big Brothers Big Sisters 	the designated coordinator for the 'other' school-based programs or ensures the integration of the SAP programs, services, and activities. Such school-based programs may include: <ul style="list-style-type: none"> ○ In-school suspension ○ Child Study Team
<ul style="list-style-type: none"> • <i>Evaluation</i> Student Assistance Programs coordinated by Substance Awareness Coordinators ensure continuous quality improvement of student assistance services and outcomes, including improved student academic, social and emotional outcomes.	<ul style="list-style-type: none"> - Conduct School climate surveys for staff, students, parents/community and analyze results with district/school stakeholders - Annual Title IV report - Conduct pre- and post- tests for curriculum implementation and workshops and analyze results 	<ul style="list-style-type: none"> - Monitor VVSAIRs - Monitor code of conduct/discipline data 	<ul style="list-style-type: none"> - Monitor I&RS referrals
<ul style="list-style-type: none"> • <i>Other</i> 			

**High School
(Grades 9-12)**

Strategy	Universal Prevention (Primary Prevention)	Selective Interventions (Secondary Prevention)	Indicated Interventions (Tertiary Prevention)
<ul style="list-style-type: none"> • <i>Policies & Procedures</i> Student Assistance Programs coordinated by Substance Awareness	<ul style="list-style-type: none"> - Develop policy & procedure - Review and update policy & procedure annually - Distribute policy & procedure: 	<ul style="list-style-type: none"> - Develop policy & procedure - Review and update policy & procedure annually - Distribute policy & procedure thru: 	<ul style="list-style-type: none"> - Develop policy & procedure - Review and update policy & procedure annually - Distribute policy & procedure:

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<p>Coordinators define the district and/or school's role in creating a safe, disciplined and drug-free learning community and to clarify the relationship between student academic performance and the use of alcohol, other drugs, violence and high-risk behavior.</p>	<ul style="list-style-type: none"> ○ In-services ○ Workshops – Parent & student ○ Student Handbooks ○ Annual Calendars ○ District websites ○ Local Access TV - Policy & procedure topics include, but not limited to: <ul style="list-style-type: none"> ○ ATOD Policy & Procedure ○ Search & Seizure ○ Drug-Free School Zones ○ Federal & State Confidentiality ○ Bullying & Harassment ○ How to obtain help ○ Suicide ideation 	<ul style="list-style-type: none"> ○ In-services ○ Workshops – Selective students - Sample topics beyond the universal: <ul style="list-style-type: none"> ○ Students 'Suspected to be Under the Influence' regulations, documents, parent letters, etc. ○ Random Drug Testing ○ I&RS - Coach administrator through 'Suspected' Student Under the Influence Procedures (Includes re-entry) 	<ul style="list-style-type: none"> ○ In-services - Sample topics beyond universal and secondary: <ul style="list-style-type: none"> ○ Crisis Team ○ I&RS ○ Code of Conduct/VVSAIR reporting and interventions ○ Random Drug Testing - Coach administrator through 'Suspected' Student Under the Influence Procedures (Includes re-entry)
<ul style="list-style-type: none"> • <i>Curriculum</i> <p>Student Assistance Programs coordinated by Substance Awareness Coordinators educate parents, students, agencies and the community about the school policy on alcohol, tobacco, other drugs, disruptive behavior and violence and provide information about Student Assistance services that promote resilience and student success, including character education and research-based prevention curriculum.</p>	<p>Customization and implementation of evidence-based school-wide curriculum – topics include:</p> <ul style="list-style-type: none"> ○ ATOD, such as Here's Looking at You ○ Violence Prevention, such as Second Step ○ School/Classroom Climate, such as Get Real About Violence, Lions Quest <p>From www.samhsa.gov, www.casel.org, etc. Also aligned with NJCCCS</p>	<p>Train, provide ongoing support to peer leadership programs, such as:</p> <ul style="list-style-type: none"> ○ Teen PEP ○ Conflict Resolution/Peer Mediation ○ Rebel <p>Conduct classroom workshops, such as:</p> <ul style="list-style-type: none"> ○ ATOD Awareness ○ Sexual Harassment ○ Prom Safety 	<p>Program advisor for peer leadership programs, such as:</p> <ul style="list-style-type: none"> ○ Teen PEP ○ Conflict Resolution/Peer Mediation ○ Rebel <p>Conduct psychoeducational groups, such as:</p> <ul style="list-style-type: none"> ○ Anger Management ○ Self-Esteem ○ Grief Management ○ Relapse Prevention ○ Tobacco cessation
<ul style="list-style-type: none"> • <i>Instruction</i> <p>Student Assistance Programs</p>	<p>Provide technical assistance to staff implementing/teaching evidence-based</p>	<p>Train, provide ongoing support to peer leadership programs, such as:</p>	<p>Program advisor for peer leadership programs, such as:</p>

<i>Strategy</i>	<i>Universal Prevention (Primary Prevention)</i>	<i>Selective Interventions (Secondary Prevention)</i>	<i>Indicated Interventions (Tertiary Prevention)</i>
<p>coordinated by Substance Awareness Coordinators educate parents, students, agencies and the community about the school policy on alcohol, tobacco, other drugs, disruptive behavior and violence and provide information about Student Assistance services that promote resilience and student success, including character education and research-based prevention curriculum.</p>	<p>school-wide curriculum – topics include:</p> <ul style="list-style-type: none"> ○ ATOD, such as Here’s Looking at You ○ Violence Prevention, such as Second Step ○ School/Classroom Climate, such as Get Real About Violence, Lions Quest <p>From www.samhsa.gov, www.casel.org, etc. Also aligned with NJCCCS</p>	<ul style="list-style-type: none"> ○ Teen PEP ○ Conflict Resolution/Peer Mediation ○ Rebel <p>Conduct classroom workshops, such as:</p> <ul style="list-style-type: none"> ○ ATOD Awareness ○ Sexual Harassment ○ Prom Safety 	<ul style="list-style-type: none"> ○ Teen PEP ○ Conflict Resolution/Peer Mediation ○ Rebel <p>Conduct psychoeducational groups, such as:</p> <ul style="list-style-type: none"> ○ Anger Management ○ Self-Esteem ○ Grief Management ○ Relapse Prevention ○ Tobacco cessation
<ul style="list-style-type: none"> • <i>Staff Development</i> Student Assistance Programs coordinated by Substance Awareness Coordinators provide all school employees with the necessary foundation of attitudes and skills to reduce risks, increase protective factors and foster resilience through SAP services. 	<ul style="list-style-type: none"> - Build capacity of administrators through training and education – strategic prevention planning - Keep staff abreast of federal, state and local trends through in-services, faculty meetings and information distribution - Develop and update annually Staff Policy and Procedure in-services and materials. Topics include, but not limited to: <ul style="list-style-type: none"> ○ ATOD Policy & Procedure ○ Search & Seizure ○ Drug-Free School Zones ○ Federal & State Confidentiality ○ Bullying & Harassment ○ How to obtain help ○ Suicide ideation ○ Signs & Symptoms - Conduct staff development for implementation of evidence-based school-wide curriculum – topics include: <ul style="list-style-type: none"> ○ ATOD, such as Here’s Looking at You ○ Violence Prevention, such as Second 	<ul style="list-style-type: none"> - Develop and update policy and procedure in-services and materials for staff serving on school-based committees for at-risk students. Topics include, but not limited to: <ul style="list-style-type: none"> ○ I&RS ○ School safety ○ Dating/relationship violence ○ Pre-natal/post-natal Conduct in-services for staff serving on school-based committees directed at selective students. Topics include, but not limited to: <ul style="list-style-type: none"> ○ I&RS ○ School safety ○ Dating/relationship Violence ○ Pre-natal/post-natal - Train staff supporting peer leadership programs, such as: <ul style="list-style-type: none"> ○ Conflict Resolution/Peer Mediation ○ Rebel II 	<ul style="list-style-type: none"> - Develop and update policy and procedure in-services and materials for staff serving on school-based committees for indicated students. Topics include, but not limited to: <ul style="list-style-type: none"> ○ Crisis ○ I&RS ○ Shared Case management Train staff in psychoeducational groups, such as: <ul style="list-style-type: none"> ○ Group facilitation ○ Anger Management ○ Self-Esteem ○ Grief Management ○ COA/COSA ○ Relationships ○ Mothers & babies

<i>Strategy</i>	<i>Universal Prevention (Primary Prevention)</i>	<i>Selective Interventions (Secondary Prevention)</i>	<i>Indicated Interventions (Tertiary Prevention)</i>
	<p>Step</p> <ul style="list-style-type: none"> ○ School/Classroom Climate such as Get Real About Violence, Lions Quest <p>From www.samhsa.gov, www.casel.org, etc.</p> <p>Also aligned with NJCCCS</p> <p>Conduct staff development on DSACS/SECD</p>		
<ul style="list-style-type: none"> • <i>Student Support Services</i> <p>Student Assistance Programs coordinated by Substance Awareness Coordinators provide a comprehensive model for the delivery of K-12 <i>prevention, intervention and support services</i>. Student assistance services are designed to reduce student risk factors, promote protective factors and increase asset development. The nine SAP components described below are recommended, as the minimum requirements needed to reduce barriers to learning and ensure student success in safe, disciplined and drug-free schools and communities.</p>	<ul style="list-style-type: none"> - District designee for customizing, coordinating and supporting comprehensive Student Assistance Program (SAP) in each school, based on district needs, including, but not limited to: <ul style="list-style-type: none"> ○ Policies & procedures ○ Curriculum & instruction ○ Staff Development ○ Programs ○ Parent & Community Involvement ○ Cooperation and Collaboration with Community Agencies ○ I&RS Mechanisms ○ Program & Service Integration ○ Evaluation - School designee as coordinator of comprehensive school-based Student Assistance Program (SAP) based on school's needs, including, but not limited to: <ul style="list-style-type: none"> ○ Policies & procedures ○ Curriculum & instruction ○ Staff Development ○ Programs ○ Parent & Community Involvement ○ Cooperation and Collaboration with Community Agencies ○ I&RS Mechanisms ○ Program & Service Integration 	<ul style="list-style-type: none"> - School designee as coordinator of comprehensive school-based Student Assistance Program (SAP) based on selected population's needs, including, but not limited to: <ul style="list-style-type: none"> ○ Policies & procedures ○ Curriculum & instruction ○ Staff Development ○ Programs ○ Parent & Community Involvement ○ Cooperation and Collaboration with Community Agencies ○ I&RS Mechanisms ○ Program & Service Integration ○ Evaluation 	<ul style="list-style-type: none"> - School designee as coordinator of comprehensive school-based Student Assistance Program (SAP) based on indicated population's needs, including, but not limited to: <ul style="list-style-type: none"> ○ Policies & procedures ○ Curriculum & instruction ○ Staff Development ○ Programs ○ Parent & Community Involvement ○ Cooperation and Collaboration with Community Agencies ○ I&RS Mechanisms ○ Program & Service Integration ○ Evaluation

<i>Strategy</i>	<i>Universal Prevention (Primary Prevention)</i>	<i>Selective Interventions (Secondary Prevention)</i>	<i>Indicated Interventions (Tertiary Prevention)</i>
	<ul style="list-style-type: none"> ○ Evaluation 		
<ul style="list-style-type: none"> • <i>Programs</i> Student Assistance Programs coordinated by Substance Awareness Coordinators educate parents, students, agencies and the community about the school policy on alcohol, tobacco, other drugs, disruptive behavior and violence and provide information about Student Assistance services that promote resilience and student success. 	District and/or school designee as coordinator of state mandated and other campaigns, including, but not limited to: <ul style="list-style-type: none"> ○ School Violence Awareness Week/ America's Safe Schools Week ○ Red Ribbon Week ○ Great American Smoke-out ○ Kick Butts Day ○ World AIDS Days ○ Parental & Family Involvement Week ○ National Crime Prevention Month ○ National Fire Safety Week ○ National Health Education Week ○ American Education Week ○ National Drunk and Drugged Driving Prevention Month ○ Random Acts of Kindness ○ National Children of Alcoholics Week ○ Celebrating Cultural Diversity ○ National Nutrition Month ○ National Inhalants and Poisons Week ○ Alcohol Awareness Month ○ National Public Health Week ○ Violence Prevention ○ Child Abuse Prevention ○ National Alcohol and Drug-related Birth Defects Awareness Week ○ Community and Prom Safety - District and/or school designee as coordinator of school-wide Social Emotional Learning programs, including, but not limited to: <ul style="list-style-type: none"> ○ DSACS/SECD ○ Social Norms Project 	Coordinate ATOD, Violence prevention, Suicide prevention, etc. programs for selected students (by grade level, classroom level, risk indicators) including, but not limited to: <ul style="list-style-type: none"> ○ GAPP ○ Project PRIDE ○ Random Drug Testing ○ Peer Mediation/Conflict Resolution 	Provide technical assistance and support to school-based programs for indicated students (based on risk factors, attendance, discipline, behavior), including, but not limited to: <ul style="list-style-type: none"> ○ In School Suspension ○ Drop-Out Prevention ○ Alternative Ed ○ ???
<ul style="list-style-type: none"> • <i>Parent & Community Involvement</i> 	<ul style="list-style-type: none"> - School representative to PTA/PTO - Attend Board of Ed meetings 	Coordinate and conduct parent programs for selected students (based on risk	Coordinate and conduct parent programs for indicated students (based on risk

Strategy	Universal Prevention (Primary Prevention)	Selective Interventions (Secondary Prevention)	Indicated Interventions (Tertiary Prevention)
<p>Student Assistance Programs coordinated by Substance Awareness Coordinators build bridges between schools, parents and community resources through programming, representation on councils/coalitions, etc., referral and shared case management.</p>	<p>School liaison to Board of Ed</p> <ul style="list-style-type: none"> - Create and maintain SAP information on district/school website - Create, maintain and distribute Student Handbook to parents and community - Participate on township's MAC - Coordinate and conduct parent programs – at school sites and community sites, including, but not limited to: <ul style="list-style-type: none"> o The Partnership for Drug-Free NJ (PFDJ-NJ) 15 Minute Child Break o Effective Parenting Workshops 	<p>factors, grade level, and/or etc.) – at school sites and community sites, including, but not limited to:</p> <ul style="list-style-type: none"> o PFDJ-NJ's NJ Shouts Down Drugs o Strengthening Families o Effective Parenting Workshops o 	<p>factors, attendance, discipline, behavior, etc.) – at school sites and community sites, including, but not limited to:</p> <ul style="list-style-type: none"> o Strengthening Families o PIE (Essex County) o Effective Parenting Workshops o
<p>• <i>Cooperation & Collaboration with Community Agencies</i></p> <p>Student Assistance Programs coordinated by Substance Awareness Coordinators build bridges between schools and community-based organizations/resources through programming, representation on councils/coalitions, etc., referral and shared case management.</p>	<ul style="list-style-type: none"> - Representation on state (NJDOE and other) and community-based committees, including, but not limited to: <ul style="list-style-type: none"> o Municipal Alliance (MAC) o DSACs/SECD Stakeholders o School Counselor Advisory Board o No Child Left Behind o Better Use of Data o Education and Law Enforcement (MOA) o GCADA Legislative Sub-Committee o LCADAs o PACADAs o NJ DHS (Department of Human Services)/DAS (Division of Addiction Services) o NJ DCF (Department of Children and Families/DCBHS (Division of Child Behavioral Health Services) - Joint sponsorship of state-wide, regional and local professional development programs, including, but not limited to: <ul style="list-style-type: none"> o Annual ASAP-NJ Conference o Regional/Local Service Provider 	<ul style="list-style-type: none"> - Representation on state (NJDOE and other) and community-based committees, including, but not limited to: <ul style="list-style-type: none"> o Municipal Alliance (MAC) o DSACs/SECD Stakeholders o School Counselor Advisory Board o No Child Left Behind o Better Use of Data o Education and Law Enforcement (MOA) o GCADA Legislative Sub-Committee o LCADAs o PACADAs o NJ DHS (Department of Human Services)/DAS (Division of Addiction Services) o NJ DCF (Department of Children and Families/DCBHS (Division of Child Behavioral Health Services) - Joint sponsorship of state-wide, regional and local professional development programs, including, but not limited to: <ul style="list-style-type: none"> o Annual ASAP-NJ Conference o Regional/Local Service Provider 	<ul style="list-style-type: none"> - Representation on state (NJDOE and other) and community-based committees, including, but not limited to: <ul style="list-style-type: none"> o Municipal Alliance (MAC) o DSACs/SECD Stakeholders o School Counselor Advisory Board o No Child Left Behind o Better Use of Data o Education and Law Enforcement (MOA) o GCADA Legislative Sub-Committee o LCADAs o PACADAs o NJ DHS (Department of Human Services)/DAS (Division of Addiction Services) o NJ DCF (Department of Children and Families/DCBHS (Division of Child Behavioral Health Services) - Joint sponsorship of state-wide, regional and local professional development programs, including, but not limited to: <ul style="list-style-type: none"> o Annual ASAP-NJ Conference o Regional/Local Service Provider

<i>Strategy</i>	<i>Universal Prevention (Primary Prevention)</i>	<i>Selective Interventions (Secondary Prevention)</i>	<i>Indicated Interventions (Tertiary Prevention)</i>
	meetings <ul style="list-style-type: none"> o Regional/Local Administrators' Conferences - Coordination and joint sponsorship of programs for students, staff, parents and community with state and community agencies, including, but not limited to: <ul style="list-style-type: none"> o Mental health agencies o Substance abuse rehabilitation agencies o County 'NCADD's o Higher Ed institutions, such as Rutgers' DSACS/SECD o Law enforcement o County Prosecutor's office o NJ DHS (Division of Human Services) o NJ DCBHS (Division of Child Behavioral Health Services) - Representation on state and local coalitions and participation in their activities, including, but not limited to: <ul style="list-style-type: none"> o GCADA o LCADA o PACADA o Bridge to Recovery 	meetings <ul style="list-style-type: none"> o Regional/Local Administrators' Conferences - Coordination and joint sponsorship of programs for students, staff, parents and community with state and community agencies, including, but not limited to: <ul style="list-style-type: none"> o Mental health agencies o Substance abuse rehabilitation agencies o County 'NCADD's o Higher Ed institutions, such as Rutgers' DSACS/SECD o Law enforcement o County Prosecutor's office o NJ DHS (Division of Human Services) o NJ DCBHS (Division of Child Behavioral Health Services) - Representation on state and local coalitions and participation in their activities, including, but not limited to: <ul style="list-style-type: none"> o GCADA o LCADA o PACADA o Bridge to Recovery 	meetings <ul style="list-style-type: none"> o Regional/Local Administrators' Conferences - Coordination and joint sponsorship of programs for students, staff, parents and community with state and community agencies, including, but not limited to: <ul style="list-style-type: none"> o Mental health agencies o Substance abuse rehabilitation agencies o County 'NCADD's o Higher Ed institutions, such as Rutgers' DSACS/SECD o Law enforcement o County Prosecutor's office o NJ DHS (Division of Human Services) o NJ DCBHS (Division of Child Behavioral Health Services) - Representation on state and local coalitions and participation in their activities, including, but not limited to: <ul style="list-style-type: none"> o GCADA o LCADA o PACADA o Bridge to Recovery
<ul style="list-style-type: none"> • <i>Intervention & Referral Services & Mechanisms</i> Student Assistance Programs coordinated by Substance Awareness Coordinators identify and refer students with academic and social concerns to a multi-disciplinary problem-solving and case management team, evaluate how the school can best serve students with academic or social problems through	<ul style="list-style-type: none"> - District designee for customizing, coordinating and supporting I&RS process and teams in each school (may include 504) - School designee as coordinator/chairperson of IRS process and team based on school's needs (may include 504) - Train staff, students, parents/guardians, and community members as to 'How to Obtain Help' and federal and state confidentiality 	<ul style="list-style-type: none"> - Develop and conduct trainings for I&RS team on I&RS process, confidentiality, etc. - Coordinate and conduct I&RS process for students referred to SAC/I&RS Team, including assessment and referral for school-based or outside services - Coordinate other school-based and community intervention resources - Develop protocols for shared case management with other school-based and community service providers 	<ul style="list-style-type: none"> - Case manage students requiring school-based and/or outside services - Conduct confidential individual counseling with students - Conduct psychoeducational groups with students, such as: <ul style="list-style-type: none"> o Anger Management o Self-Esteem o Grief Management o COA/COSA o Relationships o Mothers & babies

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<p>solution-focused strategies, and provide information, support and problem-solving skills to students who are experiencing academic or social problems.</p>			
<ul style="list-style-type: none"> <i>Program & Service Integration</i> Student Assistance Programs coordinated by Substance Awareness Coordinators integrate student assistance services with other school-based programs designed to increase resilience, improve academic performance and reduce student risk for alcohol, tobacco, other drugs and violence. 	<p>All above referenced SAP programs, services and activities are integrated with other school-based programs through collaborative planning and implementation with school leadership and staff, as well as through alignment with NJCCCS and NJSA 18A. Depending on the district/school's organizational structure, the SAC is either the designated coordinator for the 'other' school-based programs or ensures the integration of the SAP programs, services, and activities. Such school-based programs may include:</p> <ul style="list-style-type: none"> o Character Ed o DSACS/SECD o Smaller Learning Communities 	<p>All above referenced SAP programs, services and activities are integrated with other school-based programs through collaborative planning and implementation with school leadership and staff, as well as through alignment with NJCCCS and NJSA 18A. Depending on the district/school's organizational structure, the SAC is either the designated coordinator for the 'other' school-based programs or ensures the integration of the SAP programs, services, and activities. Such school-based programs may include:</p> <ul style="list-style-type: none"> o Transition programs o Alternative Ed o Mentoring programs o Small group prevention activities/character education model 	<p>All above referenced SAP programs, services and activities are integrated with other school-based programs through collaborative planning and implementation with school leadership and staff, as well as through alignment with NJCCCS and NJSA 18A. Depending on the district/school's organizational structure, the SAC is either the designated coordinator for the 'other' school-based programs or ensures the integration of the SAP programs, services, and activities. Such school-based programs may include:</p> <ul style="list-style-type: none"> o In-school suspension o Drop-out Prevention o Special Needs/Child Study Team
<ul style="list-style-type: none"> <i>Evaluation</i> Student Assistance Programs coordinated by Substance Awareness Coordinators ensure continuous quality improvement of student assistance services and outcomes, including improved student academic, social and emotional outcomes. 	<ul style="list-style-type: none"> - Conduct School climate surveys for staff, students, parents/community and analyze results with district/school stakeholders - Annual Title IV report - Conduct pre- and post- tests for curriculum implementation and workshops and analyze results 	<ul style="list-style-type: none"> - Monitor VVSAIRs - Monitor code of conduct/discipline data 	<ul style="list-style-type: none"> - Monitor I&RS referrals

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<ul style="list-style-type: none"> <i>Other</i> 			