

NEW JERSEY DEPARTMENT OF EDUCATION

**MINIMUM SPECIFICATIONS
FOR
SENIOR HIGH SCHOOL
STUDENT ASSISTANCE PROGRAM
CORE TEAM TRAINING**

INTRODUCTION

The specifications contained in this document will guide local school districts in providing training for senior high school-based Student Assistance Program (SAP) Core Teams. A SAP Core Team provides the school with a systematic process for helping students who are having school-related difficulties due to drug/alcohol use and associated health, behavioral and psychosocial problems.

A Core Team is an interdisciplinary committee whose members receive intensive training to identify, refer, and provide supportive services for the high risk student. The SAP Core team meets on a regular basis to make decisions about students who have been referred to them. The goal is to facilitate early identification of students with substance abuse problems. The Core Team also provides the school with a reliable intervention strategy and treatment referral process for these students.

The SAP Core Team is designed to enable school districts of any size to satisfy state drug and alcohol program mandates. Specifically, N.J.S.A. 18:40A directs LEAs to offer comprehensive substance abuse prevention and intervention programs to all students for the purpose of identifying those students who are abusing substances, assessing the extent of their involvement with substances and, where appropriate, referring the students to treatment agencies. LEAs are further required to provide in-service training programs to school personnel which will enable the identification of and appropriate response to students who may be involved with substance abuse.

The Department recognizes that the SAP Core Team model is only one possible component of a comprehensive school-based student assistance program. The SAP Core Team, however, is one strategy that has consistently demonstrated success in providing assistance to students who are harmfully involved with chemical substances. Districts are encouraged to use the training specifications contained herein to guide the membership and mission of their high school-based SAP Core Teams.

A. COVER SHEET

NEW JERSEY DEPARTMENT OF EDUCATION

Date Received

STUDENT ASSISTANCE PROGRAM
CORE TEAM TRAINING APPLICATION
1989-1990

District: Nutley District Code: 3750

County: Essex County Code: 13

Mailing Address: 375 Bloomfield Avenue
Nutley, NJ 07110

District Contact Person
Regarding this Application
(The contact person should
be the central office adminis-
trator identified on the Core
Team Composition Form)

Miss Barbara Hirsch

Title of
Contact person: **Director of Special
Service:
Substance Abuse
Coordinator**

Telephone: 201-661-8796
(Area Code)

Mailing Address of
Contact Person (if different
than district address): _____

Name of Senior High School
Building that will house
the Team: Nutley High School

**C. SAP CORE TEAM
LETTER OF AGREEMENT**

The applicant has agreed to participate in the New Jersey Department of Education Student Assistance Program Core Team training and satisfy all of the requirements as specified below:

1. Provide a minimum of one (1) common meeting time per week during the school day so that the Team can implement the program as well as refer students for school and community services.
2. Revise school district policies and procedures as necessary to define the purpose, structure and function of the Team.
3. Have all additional Team members trained according to New Jersey Department of Education team training specifications and procedures.
4. Appoint one central office administrator, one building administrator and all other required members to attend each Team training session according to the New Jersey Departments of Education and Health Team training specifications. (An alternate representative to the central office administrator might be arranged in advance in districts where the central office does not fit this model.)
5. Provide a minimum of four (4) hours of in-service training to all school personnel within twelve (12) months of Team training for the purpose of enhancing staff participation in Team activities.
6. Ensure board of education and administrative support for Team development and services.
7. Submit evaluative data regarding Team activities to the New Jersey Department of Education.

Nutley High School
Senior High School


Chief School Administrator

Nutley, NJ
District

October 17, 1989

Date

Date

Core Team Composition Continued

2. EXCEPTIONS

Any exceptions to these membership requirements must be justified below and approved by the New Jersey Department of Education in advance of training. Any requests for changes in Team membership that are made subsequent to this application must be submitted in writing and approved by the New Jersey Department of Education at least two weeks prior to training. Exceptions will be granted only in extreme circumstances where there is a documented critical shortage of personnel or if the district can show that its Central Office or staff complement does not fit this model.