

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

01

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** be 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 [Nurse’s Substance Abuse Vital Screenings Form](#)
- 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

- 1) Staff member reports student for counseling referral via Google Form – “[Referral for SAC Counseling Services](#)”
- 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

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

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

A SAC, Building Administrator/Designee will take over.



Vaping Report Form
District Vaping Responses 2023-2024

This form should be utilized to report a vaping offense.

Please fill out all fields below and hit submit.

Should you have any questions, please reach out to the SAC Department supervisor, Ms. Laurel Olson, at 973-321-0694 or lolson@paterson.k12.nj.us

PLEASE NOTE - Once this report is completed, the vaping device should be given to your Building Administrator for disposal.

lolson@patersonschools.org [Switch account](#)

* Indicates required question

Email *

Record lolson@patersonschools.org as the email to be included with my response

Date of Incident *

Date

mm/dd/yyyy

Your Name *

Your answer

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 [SAC Online Referral Forms](#)
- **Step#4:** Choose your appropriate referral
 - Substance Use or Possession
 - Vital Signs (*nurses only*)
 - Vape Device
 - Counseling Services

The screenshot displays the Paterson Public Schools website. At the top, the navigation menu includes 'District', 'Schools', 'Employment', 'Departments', 'Academics', 'Special Services', 'Athletics', and 'Report Bullying'. The 'Departments' tab is active, and a dropdown menu is open, showing 'Student Support Services (SAC/SEL)'. Within this menu, 'SAC Online Referral Forms' is highlighted with a red box and a red arrow pointing to it. The main content area shows a 'Welcome' message and a list of links: 'Welcome', 'Student Assistance Coordinators', 'SAC Resources', 'Crisis Referrals and Resources', and 'SAC Online Referral Forms'. To the right, there are sections for 'Overview', 'Core Beliefs', 'Philosophy', and 'STUDENT ASSISTANCE DEPARTMENT & SCHOOL INITIATIVES/ACTIVITIES'. A large red graphic with the words 'PREVENTION' and 'EDUCATION' is visible in the background.



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	AHA	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

* service days subject to change

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

* service days subject to change

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 sachelp@paterson.k12.nj.us 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