

Adolescent Substance Abuse Program (ASAP) Referral Form
(Rule #24 Violation)

Guilford County Schools' Health Services and Nursing Department coordinates the Adolescent Substance Abuse Program. ASAP is an alternative to suspension program for middle school students, grades 5- 8, who violate Rule 24. The ASAP school program offers both academic and substance use intervention services at two locations, the **Lee's Chapel Facility** on **2500 Lee's Chapel Road in Greensboro** and the **Dean B. Pruetts SCALE Academy** on **900 English Road in High Point**.

- Assignment to ASAP can be on a short or long-term basis.
- Short-term students will need to be in attendance for a minimum of 3 days and a maximum of 10 days; the length of suspension will be up to the discretion of the referring administrator prior to contacting the ASAP staff and sending the referral form.
- **Transportation for short-term students will need to be arranged by the student's parent/guardian.**
- A school administrator via GCS's Hearing Office will recommend long-term students for a long-term suspension, primarily.
- Potential ASAP long-term students can participate in the ASAP school program while awaiting the Hearing Officer's decision.

Please follow these procedures to refer students to ASAP in a timely manner:

Step One

The school administrator will need to complete and send a *password protected* ASAP referral form to the appropriate teacher via email to:

[Joyce Williams](#) (Greensboro Site) or [Netasha Clark](#) (High Point Site).

Step Two

The ASAP teacher will contact the student's parent/guardian to confirm and review the student's participation in the program.

Please Note: It is necessary to entirely complete this form in an expedient manner so that the student can start the program on the day following his/her rule violation. **This form needs to be submitted even if the student does NOT participate.**

For more information:

Joyce Williams, ASAP Teacher/Substance Abuse Educator ([Joyce Williams](#)) at (336) 621-4001 (Greensboro).

Netasha Clark, ASAP Teacher/Substance Abuse Educator ([Netasha Clark](#)) at (336) 878-5380 (High Point).

ASAP Referral Form 2022-2023

Student's Name _____ Date _____

School _____ Gender ___ Race ___ Grade ___ Age ___

Parent/Guardian's Name _____

Home Address _____

City _____ Zip Code _____

Home/Cell Phone _____ Work/Day Phone _____

Referred by _____ Title _____

Student Offered Program ___ yes ___ no / Student Will Participate ___ yes ___ no

Reason for Referral: _____

Length of Suspension: _____ ASAP Start Date: _____

Student _____ Date _____

Parent/Guardian _____ Date _____

School Administrator _____ Date _____