Guidebook:

What Schools Can Do to Welcome and Meet the Needs of All Students and Families

*This Center is co-directed by Howard Adelman and Linda Taylor and operates under the auspice of the School Mental Health Project, Dept. of Psychology, UCLA. Center for Mental Health in Schools, Box 951563, Los Angeles, CA 90095-1563 (310) 825-3634 Fax: (310) 206-8716; E-mail: smhp@ucla.edu Website: http://smhp.psych.ucla.edu

Support comes in part from the Office of Adolescent Health, Maternal and Child Health Bureau (Title V, Social Security Act), Health Resources and Services Administration (Project #U93 MC 00175) with co-funding from the Center for Mental Health Services, Substance Abuse and Mental Health Services Administration. Both are agencies of the U.S. Department of Health and Human Services.
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Introduction: Schools as Caring, Learning Communities

I. Welcoming and Social Support: Toward a Sense of Community Throughout the School

II. Using Volunteers to Assist in Addressing School Adjustment Needs and Other Barriers to Learning

III. Home Involvement in Schooling

IV. Connecting a Student with the Right Help

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VI. Response to Students’ Ongoing Psychosocial and Mental Health Needs

VII. Program Reporting: Getting Credit for All You Do

Coda: Toward a Comprehensive, Integrated Enabling Component

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To User of this guidebook:

The materials in the guidebook is designed as an evolving set of units. Each unit is conceived to stand alone. Although the material could be red straight through like a text, it is meant to be used as a resource work. You might approach the content as you would use an internet website (i.e., exploring specific topics of immediate interest and then going over the rest in any order that feels comfortable).

A good way to start is simply to browse through the Table of Contents and any units, exhibits, or resource aids that you think may be of use to you. Then do an in depth review of a unit that focuses on the matter that is of greatest concern to you at this time.
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What Schools Can Do to Welcome and Meet the Needs of All Students and Families

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Materials from some of the Center's diverse Clearinghouse resources have been included in this guidebook.

Below is a brief listing of some other relevant packets and related materials you may want to request as supplementary resources. The materials are listed related to our three major Clearinghouse categories.

**I. System Concerns**

*Working Together: From School-Based Collaborative Teams to School-Community-Higher Education Connections* (Introductory Packet)

Discusses processes and problems related to working together at school sites and in school-based centers. Outlines models of collaborative school-based teams and interprofessional education.

**II. Program/Process Concerns**

*Violence Prevention and Safe Schools* (Introductory Packet)

Outlines selected violence prevention curricula and school programs and school-community partnerships for safe schools. Emphasizes both policy and practice.

*Least Intervention Needed: Toward Appropriate Inclusion of Students with Special Needs* (Introductory Packet)

Highlights the principle of least intervention needed and its relationship to the concept of least restrictive environment. From this perspective, approaches for including students with disabilities in regular programs are described.

*Parent and Home Involvement in Schools* (Introductory Packet)

Provides an overview of how home involvement is conceptualized and outlines current models and basic resources. Issues of special interest to under-served families are addressed.

*Confidentiality and Informed Consent* (Introductory Packet)

Focuses on issues related to confidentiality and consent of minors in human services and interagency collaborations. Also includes sample consent forms.
Understanding and Minimizing Staff Burnout (Introductory Packet)

Addresses various sources and issues of burnout and compassion fatigue among school staff and mental health professionals. Also identifies ways to reduce environmental stressors, increase personal capability, and enhance social support to prevent burnout.

Assessing to Address Barriers to Learning (Introductory Packet)

Discusses basic principles, concepts, issues, and concerns related to assessment of various barriers to student learning. It also includes resource aids on procedures and instruments to measure psychosocial, as well as environmental barriers to learning.

Cultural Concerns in Addressing Barriers to Learning (Introductory Packet)

Highlights concepts, issues and implications of multiculturalism/cultural competence in the delivery of educational and mental health services, as well as for staff development and system change. This packet also includes resource aids on how to better address cultural and racial diversity in serving children and adolescents.

Screening/Assessing Students: Indicators and Tools (Resource Aid Packet)

Designed to provide some resources relevant to screening students experiencing problems. In particular, this packet includes a perspective for understanding the screening process and aids for initial problem identification and screening of several major psychosocial problems.

Students and Psychotropic Medication: The School’s Role (Resource Aid Packet)

Underscores the need to work with prescribers in ways that safeguard the student and the school. Contains aids related to safeguards and for providing the student, family, and staff with appropriate information on the effects and monitoring of various psychopharmacological drugs used to treat child and adolescent psycho-behavioral problems.

School-Based Mutual Support Groups (for Parents, Staff, Older Students) (Technical Aid Packet)

This is a technical guide for establishing self-led support groups. It provides a step-by-step framework for establishing and maintaining such groups and includes resource aids such as announcement flyers and letters.

III. Psychosocial Problems

Dropout Prevention (Introductory Packet)

Highlights intervention recommendations and model programs, as well as discussing the motivational underpinnings of the problem.

Learning Problems and Learning Disabilities (Introductory Packet)

Identifies learning disabilities as one highly circumscribed group of learning problems, and outlines approaches to address the full range of problems.

Teen Pregnancy Prevention and Support (Introductory Packet)

Covers model programs and resources and offers an overview framework for devising policy and practice.
**Substance Abuse** (Resource Aid Packet)

Offers some guides to provide schools with basic information on widely abused drugs and indicators of substance abuse. Includes some assessment tools and reference to prevention resources.

**Clearinghouse Catalogue** (Resource Aid Packet)

Our Clearinghouse contains a variety of resources relevant to the topic of mental health in schools. This annotated catalogue classifies these materials, protocols, aids, program descriptions, reports, abstracts of articles, information on other centers, etc. under three main categories: policy and system concerns, program and process concerns, and specific psychosocial problems. (Updated regularly)

**Consultation Cadre Catalogue** (Resource Aid Packet)

Provides information for accessing a large network of colleagues with relevant experiences related to addressing barriers to student learning and mental health in schools. These individuals have agreed to share their expertise without charging a fee. The catalogue includes professionals indicating expertise related to major system and policy concerns, a variety of program and process issues, and almost every type of psychosocial problem. (Updated regularly)

**Catalogue of Internet Sites Relevant to Mental Health in Schools** (Resource Aid Packet)

Contains a compilation of internet resources and links related to addressing barriers to student learning and mental health in schools. (Updated regularly)

**Organizations with Resources Relevant to Addressing Barriers to Learning: A Catalogue of Clearinghouses, Technical Assistance Centers, and Other Agencies** (Resource Aid Packet)

Categorizes and provides contact information on organizations focusing on children’s mental health, education and schools, school-based and school-linked centers, and general concerns related to youth and other health related matters. (Updated regularly)

**Where to Get Resource Materials to Address Barriers to Learning** (Resource Aid Packet)

Offers school staff and parents a listing of centers, organizations, groups, and publishers that provide resource materials such as publications, brochures, fact sheets, audiovisual & multimedia tools on different mental health problems and issues in school settings.