

FORM 16-4

K. ERIK SWANSON
Superintendent of Education

**DEPARTMENT OF EDUCATION
OFFICE OF THE ADMINISTRATOR
STUDENT SUPPORT SERVICES DIVISION**

www.sssd.net
501 Mariner Avenue
Barrigada, Guam 96913
Telephone: (671) 300-11621/1624 • Fax: (671) 477-7888
Email: cjanderson@gdoe.net



CHRISTOPHER J. ANDERSON
Administrator, Student Support Services

**MINESNGON FAMAGU'ON (RESILIENT CHILDREN)
SCHOOL AGREEMENT FORM**

FORM TO BE COMPLETED BY: School Administrator, School Counselor

Schools participating in the Minesngon Famagu'on (Resilient Children) program must designate the School Administrator for Discipline (or a designee) and School Counselor to coordinate the program with the Behavioral Health Services (BHS) Clinical Director (or their designees). The BHS Clinical Director (or their designees) will coordinate with the participating school 2 months in advance. All critical action steps are required of both school and program personnel in order for the program to be effective as well as providing standard of care in service delivery to our students.

School Name: _____

Initial ADMIN	Initial School Counselor	Minesngon Famagu'on Program Checklist for Schools
		1. Schools shall identify up to twenty (20) students who may be at risk for substance use challenges and who may benefit from the Minesngon Famagu'on Program. Data from ODRs, self-referrals, or through bypassing the Child Study Team must be used in the identification of students.
		2. Schools are responsible for administering the Substance Use Screening (S2BI) and making referrals for substance use assessments to Behavioral Health Services (BHS) providers.
		3. Schools shall support and collaborate with the BHS Program Clinical Director (or their designees) to coordinate the Parent(s) or Guardian (s) and Student Orientation for Minesngon Famagu'on Program.

		<p>4. Schools must ensure that the procedures and required documents in the Student Procedural Assistance Manual (SPAM) are provided and/or completed:</p> <ul style="list-style-type: none"> a. Consent to Release Confidential Information Form (Form 16-7) b. Minesngon Famagu'on School Agreement Form (Form 16-4) c. Informed Consent for Behavioral Health Services (Form 16-6) d. School Based Behavioral Health Refusal of Services Form (Form 16-10), if applicable. e. Statement of Consumer Rights and Responsibilities (Appendix 16-2) f. Informed Consent for Mental Health Screening Form (Form 12-1)
		<p>5. Schools must identify the students to participate in the program by _____. Schools need to provide a list of students and all signed consent forms to the BHS Program Clinical Director (or their designees) on this day.</p> <p>Forms need to be completed at least one (1) week prior to the date of substance use assessment.</p> <p>Scheduled date: _____</p>
		<p>6. Schools shall confirm days and times to hold the group therapy sessions. Total number of hours to be completed: 24. Please identify days and times: M - TU - W - TH - F (Circle) Time(s): _____</p>
		<p>7. Assigned school administrator or designee shall work with BHS Clinical Director (or their designees) to schedule the substance use assessment by the following date: _____. School should schedule students to complete substance use assessment in intervals of 45 minutes. The substance use assessment can be done through the week of _____. BHS Clinical team member, _____ will conduct the substance use assessment.</p>
		<p>8. Students who are suspended while participating in the Minesngon Famagu'on Program are recommended to continue to attend the Minesngon Famagu'on group. Schools should allow suspended students to attend the Minesngon Famagu'on group on campus and then be picked up after the group session.</p>
		<p>9. The school will send out the Parent Notification Letter for the Minesngon Famagu'on Orientation (Form 16-5) two weeks before the scheduled orientation for students and their parent(s) or guardian(s). If they do not attend, the school must follow up to have the required forms signed.</p>
		<p>10. If attempts are unsuccessful the school shall request assistance from the BHS Program Social Workers for follow-up. The BHS Program Social Workers will be given all required documents to have parent(s) or guardian(s) sign for Minesngon Famagu'on participation.</p>
		<p>11. Three (3) consecutive absences will result in the student being dropped from the Minesngon Famagu'on group. Makeup for students who missed the previous group should be allowed one makeup hour before the start of the next group session. Clinicians show up 1 hour prior to the start of the group to conduct makeup sessions. Four (4) total absences will result in the removal from the program.</p>
		<p>12. Counselors will continue to provide support and must conduct follow-ups to students post intervention.</p>
		<p>13. School administrator or designee and co-facilitator are encouraged to attend the Minesngon Famagu'on Commencement Ceremony. The ceremony is usually</p>

		scheduled during the last 20-30 minutes of the final session of Minesngon Famagu'on Group.
		14. Sessions will not be conducted during student lunch hours.
		15. The only authorized person to coordinate the scheduling of Minesngon Famagu'on sessions is the BHS Program Clinical Director (or their designees).
		16. Any changes to the Minesngon Famagu'on treatment group (i.e., logistics, Facilitators) must be approved by the BHS Program Clinical Director (or their designee).
		17. If available, the school shall designate a secure and appropriate room to store Minesngon Famagu'on materials for the duration of the program

SCHOOL AGREES TO PARTICIPATE IN THE PROGRAM:

School Administrator Name, Signature & Date:

School Counselor Name (Co-Facilitator), Signature & Date:

BHS Clinician Name, Signature & Date:

BHS Program Clinical Director, Signature & Date:
