

Harpswell Community School
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Dear Harpswell Community School Families,

What a beautiful time of year it is in Harpswell right now! At HCS, we have been very busy working on establishing structures and routines that promote safety and social/emotional learning for all students. For the past few years, all district schools have been charged with establishing Multi-Tiered Structures of Support (MTSS) teams and protocols. Various schools are in various places along this path, and much progress around this has happened at HCS this year. I'm excited to share some of that work with you!

Attached you will find several documents related to MTSS. I previously shared with you our schoolwide matrix of behavioral expectations – our Code of Cooperation. This has been slightly revised, so I am sending along the latest version. Also attached are:

- **Behavior Consequence Rubrics:** What happens when expectations are not followed? The rubrics are organized according to level of severity of the behavior as well as number of incidents. The K-2 and 3-5 rubrics are slightly different, taking into account the development needs of children.
- **Process Room Reflection Sheets:** The Process Room occurs during recess, and is an opportunity for reflecting and learning. It is our belief that inappropriate behavior is generally a child's attempt to get his or her needs met. The reflection sheets are designed to help children learn pro-social ways to get their needs met. Again, these are differentiated to address different developmental needs of children.
- **Claw Slips:** (This is a much bigger version than our actual Claw Slips!) Claw Slips are a way to recognize and celebrate exceptionally safe, respectful, and responsible behavior – which happens a lot! Each morning, the names of the previous day's Claw Slip recipients are announced for all to hear. During monthly assemblies, the names of two random Claw Slip recipients from each class will be drawn. Those students (20 in all) will choose from a collection of rewards, and will have their pictures displayed on our "Claws for Applause" bulletin board for the month. Each class will graph their total number of slips for each month, and we'll set a school-wide goal for our grand total number of slips. We're not sure yet what the reward will be if we meet our goal, but it's sure to be something good! 😊

I'd like to take this opportunity to thank you for entrusting your children into our care each day. I recognize that this is a huge responsibility and is one that all of us at HCS take very seriously. My hope is that sharing all of our MTSS documents with you will help define and clarify our processes

for addressing challenging as well as fabulous situations at school, and will also give you a picture of what happens for all students involved in any given situation. If your child is having a problem at school or on the bus and cannot solve the problem on his or her own – particularly if it involves mean or hurtful behavior – please encourage your child to let an adult at school know about the problem right away. It's always best for us to address issues as soon as possible; we need to know about them in order to do that.

Thank you so much for your support of students and staff at HCS. I am continually amazed at all the fabulous things happening at our school, and all the people working so hard to make all those things happen!

Let's continue to make it a great year together!

Sincerely,

Anita Hopkins ☺