



Appendix B: Discussion Guide for Teachers

INSTRUCTIONS: Before each data review meeting, the teacher liaison will gather information about program implementation and classroom-level supports from a small group of teachers who worked with students identified for HWC support during the preceding cycle. This discussion guide provides questions that teacher liaisons can use to gather this information. The teacher liaison will share any prevalent themes from the discussion guide with the larger HWC school team during the data review meeting.

The teacher liaison has several options for gathering information from teachers:

- The teacher liaison may convene teachers for a 30–60 minute group discussion using the discussion guide below.
- The teacher liaison may ask teachers to use the discussion guide during a regularly scheduled meeting (such as a professional learning community meeting or grade-level team meeting) and share notes with the teacher liaison following the meeting.
- The teacher liaison may meet with teachers individually and note themes that surface across conversations.

| Key Questions | Related Sub-questions | Notes |
|--|---|-------|
| 1. How many students in your classroom(s) were identified as needing HWC support this cycle? | To what degree were you prepared for that number of HWC notices? What did you observe about the timing of the notices? For example, did they tend to come after the weekend or holidays? | |
| 2. Did you notice any changes in students after they were identified for HWC support? | What physical symptoms (such as headaches, tiredness) did students identified for HWC support display? How did you respond? What behavior changes did students identified for HWC support display? How did you respond? Were there changes in the academic engagement of students identified for HWC support? Did they exhibit more difficulty concentrating on tasks, or did they less reliably complete assignments? Have they performed differently than you expected? | |



| Key Questions | Related Sub-questions | Notes |
|---|---|-------|
| <p>3. Did you take any steps to provide additional supports to students identified for HWC support?</p> | <p>Did you incorporate any activities that would promote self-regulation, such as demonstrating relaxation and coping skills? Did you provide students identified for HWC support the opportunity to go to a safe space?</p> <p>How have you tried to build or maintain a caring relationship with students identified for HWC support?</p> <p>Did you refer these students to other resources or supports?</p> | |
| <p>4. What trauma-informed strategies did you use to support students identified for HWC support?</p> | <p>Which trauma-informed strategies did you use most frequently? Why?</p> <p>Which strategies seemed most effective? Why? Which strategies seemed least effective? Why?</p> <p>Do you want to try different strategies in the future if any of your students are identified for HWC support? If so, are you familiar with any particular strategies that you want to try?</p> <p>To what extent did you communicate with students' families about potential concerns? How did you build effective partnerships with families?</p> | |
| <p>5. What resources did you use to address students' needs?</p> | <p>Do you have any feedback on the process by which you referred students to counseling?</p> <p>How (if at all) did you collaborate with other teachers to support a particular student?</p> <p>How (if at all) did you collaborate with other school staff (such as school counselors, administrators, nurses) to support a particular student?</p> <p>In the future, what additional steps would you take to meet the needs of a student identified for HWC support?</p> | |
| <p>6. What would help you meet the needs of your students identified for HWC support?</p> | <p>What additional training or professional development could you benefit from?</p> <p>What questions do you have for (or what would you like to learn from) your teacher colleagues about their experiences or strategies supporting students?</p> <p>What processes, either related to HWC implementation or your classroom practices, could be improved to better support students?</p> | |