

Sample Agenda for District Supervisor Site Visits to RJ School/CBO Partner Sites

Hello Principals and RJ Coaches,

Below you'll find the agenda of what I'd like to see and do when I spend a day visiting your school. I will also outline the issues related to capacity building that are essential for us all to put in place within the fabric of your school so that you will be able to move forward as a restorative school after CBO coaching services are completed.

A) We'll start our visit with a sit down together so that you both can share with me your major steps forward this term and what challenges have emerged. We'll brainstorm for a while and then move into

B) Capacity Building discussion. Areas we'll focus on are:

- **Advisory** – Is it functioning well? Are your Advisors trained in Circle keeping? How is curriculum developed? Who supervises Advisory? How often does Advisory take place and does it focus on SEL?

- **RJ Action Team (RJAT)** – Is it up and running? Is it strong? Could it push forward the work next year if the CBO Coach were not at the school?

- **Protocols** – Do you have clear and consistent RJ responses to infractions? Are Deans and Counselors using the techniques that they have learned in workshops and implementing the RJ responses (ex: No Excuses Mediation)? Are additional school staff registered for the next RJ training (ex: Advanced Circles)?

- **Data Collection System for Restorative Responses** – Do you have a program/system in place to log all the restorative chats, conferences, mediations and circles that are done to prevent suspensions? Does everyone use it? Please compile Fall term stats tracking RJ interventions by the beginning of February.

- **Communications** – Do Deans and Counselors transmit mediation and suspension information to the staff? Do school community members know what RJ goals and progress are? Does the Principal communicate his or her goals and desires directly to the staff?

- **Student Leadership** – Do you have a viable, functioning group of student leaders other than the traditional student government? Advisory leaders? RESPECT Reps? Peer Mediators? Peer Group Connections Mentors? Student Circle Keepers? etc....

- **Infusing RJ Structures and Practices into Every Day School Life** – Are Circles used in Advisory? In staff meetings? In academic classes? Do you ask questions first and make assumptions later?

After this meeting, which usually takes about an hour, I'll move on to the following in whatever order works best for your school:

C) Shadowing the RJ Coach

D) Observation of Advisory/Crew/Family group

E) Shadowing of Dean –including time in the cafeteria, the gym, etc.

F) Meeting with full RJ Action Team

G) Circle with your student leaders.

H) We'll end with a short debriefing session to discuss all issues that may have emerged during the day. We'll also plan 'our next steps' and share training workshop opportunities for you and your staff.

Collaboratively,
Matthew Guldin,
Director, RJ Pilot Schools,
OSYD