

# PRECONFERENCING WORKSHEET

This is a record of affected parties who have agreed to address this conflict or incident of misconduct using restorative justice. Write the names of each party on the lines below. In the boxes of the chart, list the dates they agreed to each statement in the Understanding column.

**Parties:**

Participant 1 \_\_\_\_\_ Participant 1 Supporter \_\_\_\_\_

Participant 2 \_\_\_\_\_ Participant 2 Supporter \_\_\_\_\_

Participant 3 \_\_\_\_\_ Incident Description: \_\_\_\_\_

Partic.1	Partic. 1 Sup'tr	Partic. 2	Partic. 2 Sup'tr	Partic. 3	Understanding
					We each had a part in this conflict or incident, and we want to resolve it so we can go to school together.
					WE UNDERSTAND THAT THIS PROCESS IS FOUNDED IN RESPECT. We will treat all participants with respect, and we expect to be treated with respect.
					If any participants are attorneys, they are not representing anyone in an attorney/client relationship.
					If I know of any legal action from this conflict or incident of misconduct, I will alert the facilitator immediately.
					We will work with our circle's participants to develop an agreement by consensus and write its terms into the Outcome Plan Agreement.
					We understand that if we cannot resolve this issue restoratively, the school reserves the right to pursue traditional discipline measures to address it.
					We understand that if the facilitator feels there could be a threat to the physical, emotional or legal safety of persons or property s/he may suspend the circle and the restorative option will be revoked.
					If an agreement is reached, I will live up to my part of the agreement.

Partic.1	Partic. 1 Sup'tr	Partic. 2	Partic. 2 Sup'tr	Partic. 3	Preparation
					Confirm that each participant is available to meet: Date: _____ Time: _____ Location: _____
					We will sit in circle with _____ _____ (you may want to share participants' roles—not names—to respect confidentiality issues.)
					Each participant will answer the questions: 1. What happened? 2. Who has been affected and how? 3. How can we make things right?  Let's practice that now so you feel more comfortable in our circle. How will you answer these questions?
					(Other issues you need to consider specific to this situation.)
					This is not like a usual discipline meeting, you might have with the principal. I will ask questions and you will work with the other participants to decide how to make things right.
					Are you ready to do the work?

### Circle set-up Checklist for Facilitator(s)

Set up appropriate number of chairs (all same height, size, etc.) in circle so everyone seated can see each other.

Placed box of tissues (and possibly some center-piece) equi-distant from all chairs at center of circle.

Based on what you learned in pre-conferencing, develop questions you will ask, and choose who you want to answer them first. (HINT: invite that person to sit to your immediate right so you can pass the talking piece to him/her.)

Based on situation, select a talking piece that will support participants' success in listening and working together to heal harm the situation has caused.

Based on your understanding of the situation and participants after pre-conferencing, decide on the ground rules and the opening reading/activity to begin circle and instill participants to be on their best behavior.

Have agreement form, note pad and pen ready along with any post-circle surveys or documentation needed.

Consider having snack or other food items available so participants can "break bread" together after circle.