

Figure 7.2 Planning Tool for Formal School-Based Restorative Conferences

PHASE	SCRIPT	NOTES
Introductions	Welcome. I am (your name) and I will be the facilitator for this conference. Could you each introduce yourself and let us know your relationship to the others in this room?	
Setting the stage	Thank you all for being here. I understand that this is difficult, and I know that your presence here will help us address the situation (or incident). This is an opportunity for all of you to be involved in repairing the harm that has been done.	
	This conference will focus on an incident that happened (share the date, setting, and nature of the event but refrain from elaborating).	
	It is important that we focus on what (offender name[s]) did and how that has impacted others. We are not here to decide if they are good or bad. We want to focus on how people have been impacted and work to repair the harm that has occurred. Does everyone understand and agree?	
	(Offender name[s]) has/have admitted to their part in the incident. We are not here to decide on guilt or innocence.	
	Directed to offender(s): You are not required to participate in this conference. You can leave at any time. If you do leave, the administrative team will make decisions about the course of action.	
	Directed to all other participants: You are not required to participate in this conference. You can leave at any time. If you do, we will continue to work through the harm and attempt to reach some decisions.	
Offender(s)	<p>We will start with (one offender’s name). If there is more than one, each will respond to the following questions:</p> <ul style="list-style-type: none"> • What happened? • What were you thinking about at the time? • What have you thought about since the incident? • Who do you think has been affected by your actions? • How have they been impacted? 	

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Victim(s)	<p>We will start with (one victim's name). If there is more than one, each will respond to the following questions:</p> <ul style="list-style-type: none">• What was your reaction at the time of the incident?• How do you feel about what happened?• What has been the hardest thing for you?• How did your family and friends react when they heard about the incident?	
Victim supporters	<p>Each supporter responds to all the following questions:</p> <ul style="list-style-type: none">• What did you think when you heard about this incident?• How do you feel about what happened?• What has been the hardest thing for you?• What do you think are the main issues?	
Offender supporters	<p>For the parent/caregiver: This has been difficult for you, hasn't it? What would you like to tell us about it?</p>	
	<p>All offender supporters respond to the following questions:</p> <ul style="list-style-type: none">• What did you think when you heard about this incident?• How do you feel about what happened?• What has been the hardest thing for you?• What do you think are the main issues?	

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Offender(s)	Is there anything you want to say at this time?	
Identifying needs	Ask the victim(s): What would you like from today's conference?	
	Invite offender(s) to respond to each suggestion before moving to the next.	
	(As agreement develops, clarify each item. Keep a written record with details, deadlines, and follow-up agreements.)	
Reaching agreements	(As the agreements are finalized and the meeting is starting to end) Before I finalize our agreements, I would like to make sure that I have things recorded correctly. I want to be sure that I didn't leave out any details about what has been decided. (Read agreements and look for acknowledgment.)	
Closure	Before we end this conference, I would like to provide everyone with a final opportunity to speak. Is there anything anyone wants to say?	
	Thank you all for your contributions today. We are dealing with a difficult situation, and we have been able to work through many issues. Congratulations on the way you have supported each other. Have some refreshments while I finalize the agreement.	

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