

## SCHOOL ALLOCATION MEMORANDUM NO. 123, FY 2016

**DATE:** March 9, 2016

**TO:** Community Superintendents  
High School Superintendents  
Borough Field Service Center Teams  
School Principals

**FROM:** Raymond J. Orlando, Chief Financial Officer

**SUBJECT:** City Council Restorative Justice Pilot Program

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The City Council has provided funding to support the implementation of a pilot restorative justice program to change the culture of schools with high suspension rates. Restorative justice practices empower community members to take responsibility for the wellbeing of others; prevent or deal with conflict before it escalates; address underlying factors that lead youth to engage in inappropriate behavior and build resiliency; increase the pro-social skills of participants, particularly those who have harmed others; and provide wrongdoers with the opportunity to be accountable to those they have harmed and enable them to repair the harm to the extent possible. Understanding discipline as a “teachable moment” is fundamental to teaching pro-social behavior. A goal of the pilot program is to improve school-wide disciplinary policies and practices through an approach that seeks to reduce recurrences of negative behavior by helping students learn from their mistakes.

The pilot program provides resources to support the most vulnerable students of the participating schools with a focus on identifying and addressing current disparities in disciplinary and educational outcomes, including higher rates of suspensions experienced by Black and Hispanic students, pupils with IEPs, and other disproportionately impacted subgroups.

The pilot has been designed with three categories or levels of school participation.

- 1) Fifteen (15) **Beginner “Level 1” schools** have been selected through an application process that was open to 125 schools across the city with high suspension rates. Each beginner school has been paired with a community-based organization that is providing a Restorative Justice Coordinator whose role is to:
  - Coordinate and facilitate a Restorative Justice Action Team (RJAT) that meets two times per month. The RJAT should be a voluntary, multi-stakeholder team consisting of at least:
    - one teacher
    - one administrator
    - one DC-37 employee
    - one support staff employee
    - two students
    - two parents/student family members

- Develop a strategic plan with the RJAT for developing and promoting a positive school culture and climate, working with school staff, administration, parents and members of the community to support students, etc.
- Conduct a school climate and discipline overview and needs assessment, including a School-Wide Survey for all stakeholders
- Attend Monthly RJ Initiative Professional Learning Community meetings that will be coordinated by the NYCDOE for all the schools participating in this initiative to learn and share lessons with one another
- Facilitate staff professional development on restorative practices
- Coordinate restorative practices training for 5 key staff members (Staff Team) who will then turnkey training to additional staff
- Coordinate student orientation in restorative justice approaches and leadership opportunities
- Coordinate parent workshops in restorative justice approaches and leadership opportunities
- Coordinate inter-visitation with Mentor and Experienced Schools

Funding for the Restorative Justice Coordinator is being allocated to the S district location under the category **TL City Council Member Items**.

- 2) Five **Experienced (“Level 2”) schools** that have been implementing restorative practices for two or more years have been selected from a larger pool of schools interested in advancing their efforts. Level 2 schools have been paired with CBOs to receive onsite coaching and support.

Funding for this professional development are being allocated to S district location under the category **TL City Council Member Items**.

Level 1 and Level 2 schools are also receiving an allocation under the category **TL CC RESTORATIVE JUSTICE** for per diem substitute coverage for staff attending trainings, per session compensation for RJAT members working beyond their contractual work day, and for instructional supplies and materials to be utilized in above activities.

- 3) Five **Mentor (“Level 3”) Schools** with a demonstrated track record of success in implementation of restorative practices have been selected in collaboration with City Council staff and advocates, to coach and mentor Level 1 and Level 2 schools. Level 3 schools’ role within the Professional Learning Community includes hosting site visits and workshops, sharing protocols, and offering support. Level 3 schools will be engaging consultants to continue to build staff capacity to become effective mentors while simultaneously fostering best practices within their respective school buildings.

Level 3 schools are receiving funding under the allocation category **TL CC RESTORATIVE JUSTICE MENTOR** to cover the costs of consultants and any per session or per diem substitute coverage needed for mentoring activities.

Funds are also being allocated to the Office of Safety and Youth Development under the category **CTL CC RESTORATIVE JUSTICE** to cover the cost of up to ten days of contracted professional development services for each Level 1 school, as well as a restorative justice schools convening planned for June. The convening will bring together all 25 participating schools to share progress, needs, and vision for moving forward.

Allocations to Schools Budgets					
	Level	No. of Schools	School Amounts	Amounts	Allocation Category
	1 -Beginner	15	\$10,000	\$150,000	TL CC RESTORATIVE JUSTICE
	2- Advanced	5	\$5,000	\$25,000	TL CC RESTORATIVE JUSTICE
	3 - Mentor	5	\$12,500	\$62,500	TL CC RESTORATIVE JUSTICE MENTOR
	<b>Subtotal</b>			<b>\$237,500</b>	
Allocations to District Budgets (S locations)					
	1 -Beginner	9	\$50,000	\$450,000	TL CITY COUNCIL MEMBER ITEMS
	2- Advanced	5	\$20,000	\$100,000	TL CITY COUNCIL MEMBER ITEMS
	<b>Subtotal</b>			<b>\$550,000</b>	
	<b>Central allocation (location 60B111)</b>			<b>\$88,500</b>	CTL CC RESTORATIVE JUSTICE
<b>TOTAL</b>				<b>\$876,000</b>	

[Click here to download a copy of the School Allocation Memorandum.](#)

Attachment(s):

Table 1 – School Allocation Summary ([click here for a downloadable Excel file](#))

Table 2 – “S” District Allocation ([click here for a downloadable Excel file](#))

RJO: df

C: Kenyatte Reid

Lois Herrera

Gina Romeo

Robert J. Weiner

## School Allocation Memorandum No. 123, FY 2016

### City Council Restorative Justice Pilot Program

#### Table 1: Schools Allocation Summary

BFSC	BFSC Team	Location	RP Level	School Name	Grade Level	Allocation
94AFSA	94AR01	02M313	3-Mentor	James Baldwin School	HS	12,500
94MFSC	94MR01	02M392	1-Beginner	MANHATTAN BUSINESS ACADEMY	HS	10,000
94MFSC	94MR02	03M505	3-Mentor	Edward A. Reynolds West Side H.S.	HS	12,500
94AFSA	94AR02	04M680	1-Beginner	Heritage School, The	HS	10,000
94AFSA	94AR05	05M157	1-Beginner	The Urban Assembly School for Global Commerce	HS	10,000
94MFSC	94MR07	06M324	2-Experienced	Patria Mirabal / M.S. 324	MS	5,000
94XFSC	94XR06	07X298	1-Beginner	Academy of Public Relations	MS	10,000
94AFSA	94AR04	07X334	2-Experienced	International Community High School	HS	5,000
94AFSA	94AR04	07X427	1-Beginner	Community School for Social Justice	HS	10,000
94XFSC	94XR04	10X459	1-Beginner	East Fordham Academy for the Arts	MS	10,000
94XFSC	94XR02	11X508	2-Experienced	Bronxdale High School	HS	5,000
94AFSA	94AR04	12X682	1-Beginner	Fannie Lou Hamer Freedom High School	HS	10,000
94AFSA	94AR05	13K351	1-Beginner	The Urban Assembly Unison School	MS	10,000
94AFSA	94AR04	14K586	3-Mentor	Lyons Community School	MS & HS	12,500
94KFSS	94KU01	17K382	1-Beginner	Academy for College Preparation and Career Explora	MS & HS	10,000
94AFSA	94AR03	17K548	1-Beginner	Brooklyn School for Music & Theatre	HS	10,000
94KFSN	94KR01	18K569	2-Experienced	KURT HAHN EXPEDITIONARY LEARNING SCHOOL	HS	5,000
94KFSN	94KR02	19K404	1-Beginner	Academy for Young Writers	HS	10,000
94AFSA	94AR01	21K572	3-Mentor	Expeditionary Learning School for Community Leaders	HS	12,500
94QFSN	94QR03	25Q250	1-Beginner	I.S. 250 The Robert F. Kennedy Community Middle Sc	MS	10,000
94AFSA	94AR01	25Q263	3-Mentor	Flushing International High School	HS	12,500
94AFSA	94AR05	26Q315	1-Beginner	Business Technology Early College High School	HS	10,000
94QFSS	94QU01	27Q400	1-Beginner	August Martin High School	HS	10,000
94QFSS	94QU03	28Q217	2-Experienced	Robert A. Van Wyck	MS	5,000
94AFSA	94AR02	31R440	1-Beginner	New Dorp High School	HS	10,000
				<b>Total</b>		<b>237,500</b>

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**City Council Restorative Justice Pilot Program**

**Table 2: "S" District Allocation**

<b>Location</b>	<b>Amount</b>
06MS06	20,000
07XS07	120,000
10XS10	50,000
11XS11	20,000
12XS12	50,000
13KS13	50,000
18KS18	20,000
19KS19	50,000
25QS25	50,000
26QS26	50,000
27QS27	50,000
28QS28	20,000
<b>Total</b>	<b>550,000</b>