

## SCHOOL ALLOCATION MEMORANDUM NO. 66, FY 2017

**DATE:** August 22, 2016

**TO:** Community Superintendents  
High School Superintendents  
Field Support 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. The pilot program began during the spring 2016 semester and will continue in the same school locations during the 2016-2017 school year. 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 CC Restorative Justice**. This SAM allocates funding for Restorative Justice Coordinators for nine of the fifteen schools. (The City Council has made separate awards to specific CBOs to provide Restorative Justice Coordinators at the remaining six schools. These allocations will be released under **SAM #54 City Council Member Items** once the CBOs have been cleared by the Mayor's Office of Contract Services.)

- 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 and Level 1 and Level 2 schools is being distributed under the allocation 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 being allocated to the Office of Safety and Youth Development under the category **CTL CC Restorative Justice** to cover contracted professional development services for the RJATs at Level 1 schools as well as a convening planned for June. The convening will bring together all 25 participating schools to share progress, needs, and vision for moving forward.

Table 1: Program Summary

Allocations to School 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	\$66,667	\$600,003	TL CC RESTORATIVE JUSTICE
	2- Advanced	5	\$20,000	\$100,000	TL CC RESTORATIVE JUSTICE
	<b>Subtotal</b>			<b>\$700,003</b>	
	<b>Total School Allocation</b>			<b>\$937,503</b>	
	<b>Central allocation (location 60B111)</b>			<b>\$62,497</b>	CTL CC RESTORATIVE JUSTICE
<b>TOTAL</b>				<b>\$1,000,000</b>	

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

Attachment(s):

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

Table 2 – School Allocation ([click here for a downloadable Excel file](#))

Table 3 – “S” District Allocation ([click here for a downloadable Excel file](#))

RJO:df

C: Kenyatte Reid

Lois Herrera

Robert J. Weiner

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**City Council Restorative Justice Pilot Program**  
**Table 2: School Allocation**

FSC	FSC Team	Location	RP Level	School Name	Grade Level	Allocation
94AFSA	94AR05	02M313	3-Mentor	James Baldwin School, The: A School For Expeditionary Learning	HS	\$12,500
94MFSC	94MR01	02M392	1-Beginner	Manhattan Business Academy	HS	\$10,000
94MFSC	94MR02	03M505	3-Mentor	Edward A. Reynolds West Side High School	HS	\$12,500
94AFSA	94AR03	04M680	1-Beginner	Heritage School, The	HS	\$10,000
94AFSA	94AR04	05M157	1-Beginner	The Urban Assembly School For Global Commerce	HS	\$10,000
94MFSC	94MR07	06M324	2-Experienced	M.S. 324 - Patria Mirabal	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	94AR05	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	94AR05	12X682	1-Beginner	Fannie Lou Hamer Freedom High School	HS	\$10,000
94AFSA	94AR04	13K351	1-Beginner	The Urban Assembly Unison School	MS	\$10,000
94AFSA	94AR05	14K586	3-Mentor	Lyons Community School	MS & HS	\$12,500
94KFSS	94KU01	17K382	1-Beginner	Academy For College Preparation And Career Exploration: A College Board School	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	94AR05	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 School	MS	\$10,000
94AFSA	94AR04	25Q263	3-Mentor	Flushing International High School	HS	\$12,500
94AFSA	94AR01	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	J.H.S. 217 Robert A. Van Wyck	MS	\$5,000
94AFSA	94AR03	31R440	1-Beginner	New Dorp High School	HS	\$10,000
					<b>Total</b>	<b>\$237,500</b>

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**Table 3: "S" District Allocation**

<b>Location</b>	<b>Allocation</b>
06MS06	\$20,000
07XS07	\$153,334
10XS10	\$66,667
11XS11	\$20,000
12XS12	\$66,667
13KS13	\$66,667
18KS18	\$20,000
19KS19	\$66,667
25QS25	\$66,667
26QS26	\$66,667
27QS27	\$66,667
28QS28	\$20,000
<b>Total</b>	<b>\$700,003</b>