Plan of Action (POA) for Implementation -

Stage	Objective	Tasks	Responsible party	Success criteria	Time frame	Resources	Date Completed
Pre-planning	Appoint RJ Coordinator The RJ Coordinator is on staff in the specific school or site. The RJ Consultant is a restorative justice support person based in the Board of Cooperative Educational Services (BOCES) that serves the school district.	Find and appoint a person who will be the go to person for RJ, who will organize the training, meetings, and follow up on agreements	Participants in initial training	A RJ Coordinator for school is found and accepts the position.	Summer before Year 1.	Generally the RJ coordinator will be the school social worker or someone who has the skills and experience to lead the implementation of RJ.	
	Appoint RJ Implementation team	Appoint about 5 school leaders to lead the effort of implementing RJ principles and practices.	Participants in initial training and RJ Coordinator.	About 5 school leaders are appointed to the RJ implementation team and accept the position.	Summer before Year 1.	Generally the RJ implementation team will consist of the RJ coordinator and 4 other school leaders, specifically including administration and deans.	
*Not applicable	Introduce campus leaders to Restorative Justice in Schools (RJ)	*Meet with principal* -share principles of RJ, -share success stories from other schools with similar demographics	RJ Consultant and RJ Coordinator	Principal agree to 3 year commitment for RJ Implementation	Summer before Year 1.	RJ resources; campus demographic data	
	Culture of Care PD -leadership team (Principal, APs, counselors)	-Train RJ Implementation Team -team create vision for the future -SWOT/SOAR Analysis	Participants in initial training and RJ Coordinator.	Training completed -well crafted vision statement	August 2020	RJ resources, writing tools; SWOT/SOAR templates	
	Assemble campus RJ team (5-8 people; cross campus members)-*Tier 1 Training* **cohort 1**	Tier 1 Training/ -begin implementing weekly community circles (focused on building relationships and co-creating classroom norms) -set SMART goals for staff performance (100% of teachers will be implementing community circles weekly by May 2021)	Principal; RJ Implementation Team; RJ Coordinator	Members can articulate the need for change; communicate the vision; the Why? -buy-in by 5% of staff	September/October	Campus data (attendance, climate surveys, discipline; academic performance, broken down by race/ethnicity, gender, and disability); Meeting room (training materials can be left visible throughout the year); writing tools; RJ resources; calendar template to	_ Leigh to schedule meetings for SU TRs _ Look at Union contract to see if we can do PK _ Train Natalie _ Joyce to send POA *look into data monthly for STs with color / gender / race

					plan monthly meetings for remainder of the year		
Year 1 **Needs Assessment**	Train RJ Implementation Team (content specialists; team leaders) *Tier 1 Training (cohort 2)* Recruit and train volunteer team of teachers for community circle implementation	Train volunteer team of teachers; additional trainings about RJ to build background knowledge	Principal to inform and select staff; RJ Implementation Team to present information to staff; RJ Coordinator	Volunteers agree to implement community circles weekly for remainder of the year	Summer 2020	RJ resource; community circle log to track progress of implementation	
	All staff participate in *Tier 1 Training (cohort 3)*	Campus wide training Tier 1	Principal; RJ Implementation Team; RJ Coordinator	-staff can articulate the Why?; need for change Sign-in sheets	September 2020	RJ resources; writing tools; campus data indicating need for change	
	Begin data collection (Observation - of volunteering teachers and focus groups - of teachers, admin, staff, students, and parents)	-use observation tools, both qual and quant, and focus groups feedback	Principal; volunteer teachers; RJ Implementation Team; RJ Coordinator	Data analyzed and reports prepared outlining areas of need for year 2	October/November 2020	Observation tools	
	Mid Year RJ status check	-RJ Implementation Team reach out to colleagues for success stories	Principal; RJ Implementation Team, RJ Coordinator	-increased buy-in by 10% of staff; success stories of progress	December 2020	Celebration materials; video success stories for posterity	
	RJ Implementation Team trained	-Next two cohorts participate in Tier 2, Tier 3, and Culture of Care Training PD *(Cohort 1 & 2)*	Principal; RJ Coordinator	Training completed- evidenced by work products completed in trainings	April 2021	Meeting room; RJ resources; writing tools;examine more campus data	
	Year 1 in review	-teachers share status of completing community circles; success stories in classrooms	Principal; RJ Implementation Team; RJ Coordinator	-increased buy-in by 20% of staff; success stories of progress	May 2021	Staff meeting area; Celebration materials	

	Culture of Care PD New staff participate in Tier 1 Training (Cohort 4) RJ Implementation Team & RJ teams refreshers; review Why? And data progress	**Culture of Care PD** -**new** leadership team members (Principal, APs, counselors) -Train staff **new** to campus in Tier 1 -plan monthly meetings and topics to keep RJ alive; review data from year 1 and plans for implementation	Principal; RJ Implementation Team; RJ Coordinator	All staff new to campus trained in RJ Tier 1 RJ Implementation Team prepare and present calendar and RJ monthly foci for keeping process alive	June/July 2021	RJ Resources; meeting room; writing tools -calendar templates; resources for monthly topics	
Year 2 **Capacity Building**	All staff participate in *Tier 2, 3, and Culture of Care Training (cohort 3)*	-Community Circles continue	Principal; RJ Implementation Team; RJ Coordinator	-increase buy-in 30% of staff; success stories of progress	September 2021	Campus data to show progress over time	
	Data collection (Observation and focus groups) from all teachers	-use observation tools, both qual and quant, and focus groups feedback	Principal; volunteer teachers; RJ Implementation Team; RJ Coordinator	Data analyzed and reports prepared outlining areas of need for year 3	October/November 2021	Observation tools	
	Mid Year RJ status check	-RJ committee reach out to colleagues for success stories	Principal; RJ Implementation Team; RJ Coordinator	-increased buy-in by 40% of staff; success stories of progress	December 2021	Celebration materials; video success stories for posterity	
	Year 2 in review	-teachers share status of completing community circles; success stories in classrooms	Principal; RJ Implementation Team; RJ Coordinator	-increased buy-in by 60% of staff; success stories of progress	May 2022	Staff meeting area; Celebration materials	
Year 3 **Sustainability**	**Culture of Care PD** New staff participate in Tier 1 Training (Cohort 5) Leadership & RJ teams refreshers; review Why? And data progress	**Culture of Care PD** -**new** leadership team members (Principal, APs, counselors) -Train staff **new** to campus in Tier 1 -plan monthly meetings and topics to keep RJ alive; review data from year 2	Principal; RJ Implementation Team; RJ Consultant; RJ Coordinator	All staff new to campus trained in RJ Tier 1 RJ Implementation Team prepares and presents calendar and RJ monthly foci for keeping process alive	June/July 2022	RJ Resources; meeting room; writing tools -calendar templates; resources for monthly topics	
	All staff participate in ***Culture***	-Community Circles	Principal; RJ	-increase buy-in 70%	September 2022	Campus data to	

	of Care Training-refresher (cohort 3)	continue	Implementation Team; RJ Coordinator	of staff; success stories of progress		show progress over time	
	Mid Year RJ status check	-RJ committee reach out to colleagues for success stories	Principal; RJ Committee ; RJ Coordinator	-increased buy-in by 90% of staff; success stories of progress	December 2022	Celebration materials; video success stories for posterity	
	Year 3 in review	-teachers share status of completing community circles; success stories in classrooms	Principal; RJ Implementation Team; Rj Coordinator	-increased buy-in by 100% of staff; success stories of progress	May 2023	Staff meeting area; Celebration materials	
Post year 3	**Culture of Care TOT PD** New staff participate in Tier 1 Training (Cohort 6) Leadership & RJ teams refreshers; review Why? And data progress	**Culture of Care PD** -**new** leadership team members (Principal, APs, counselors) -Train staff **new** to campus in Tier 1 -plan monthly meetings and topics to keep RJ alive; review data from year 3	Principal; RJ Implementation Team; RJ Coordinator	All staff new to campus trained in RJ Tier 1 RJ Implementation Team prepares and presents calendar and RJ monthly foci for keeping process alive	June/July 2023	RJ Resources; meeting room; writing tools -calendar templates; resources for monthly topics	
	Monitor Day-to-Day RJ operations	-meet with teams/teachers/students regarding RJ practices	Principal; RJ Implementation Team; RJ Coordinator	-practices in place and going well	August-May 2023	Campus data; climate survey; suspension data; attendance data; academic data	

SWOT Analysis Template

State what you are assessing here_____
(This particular example is for a new business opportunity. Many criteria can apply to more than one quadrant. Identify criteria appropriate too your own SWOT situation.)

Criteria examples

Advantages of proposition
Capabilities
Competitive advantages
USP's (unique selling points)
Resources, Assets, People
Experience, knowledge, data
Financial reserves, likely returns
Marketing - reach, distribution, awareness
Innovative aspects
Location and geographical
Price, value, quality
Accreditations, qualifications, certifications
Processes, systems, IT, communications

Strengths

Weaknesses

Criteria examples

Disadvantages of proposition
Gaps in capabilities
Lack of competitive strength
Reputation, presence and reach
Financials
Own known vulnerabilities
Timescales, deadlines and pressures
Cash flow, start-up cash-drain
Continuity, supply chain robustness
Effects on core activities, distruction
Reliability of data, plan predictability
Morale, commitment, leadership
Accreditations etc

Criteria examples

Market developments
Competitors' vulnerabilities
Industry or lifestyle trends
Technology development and innovation
Global influences
New markets, vertical, horizontal
Niche target markets
Geographical, export, import
New USP's
Tactics: eg, surprise, major contacts
Business and product development
Information and research
Partnerships, agencies

Opportunities

Threats

Criteria examples

Political effects
Legislative effects
Environmental effects
IT developments
Competitor intentions - various
Market demand
New technologies, services, ideas
Vital contracts and partners
Sustaining internal capabilities
Obstacles faced
Insurmountable weaknesses
Loss of key staff
Sustainable financial backing
Economy - home, abroad
Seasonality, weather effects