



# Restorative Justice and PBIS in Montgomery County Public Schools Coordinator Webinar

January 6, 8, and 9, 2020



# Grant Overview

- Funded by the National Institute of Justice, a division of the U.S. Department of Justice
- Focused on Restorative Justice (RJ) and Schoolwide Positive Behavioral Interventions and Supports (SW-PBIS)
- 43 participating schools: 11 middle schools and 32 elementary schools
- Four-year grant (1/1/2018 - 12/31/2021): implementation staged so half of the schools begin Fall 2019 and half begin Fall 2021

# Grant Progress to Date

- School staff trained Summer 2019
- Schools began implementation Fall 2019
- First of three staff surveys completed Spring 2019
- First of three student surveys completed Fall 2019
- First two of four site visits rounds completed Spring, Fall 2019
- Teacher logs completed monthly, beginning Fall 2019

# Upcoming Activities in SY 2019-20

- COMPLETE STUDENT CONSENT PROCESS: Jan 2-31
- Student surveys: Feb 17-Mar 13 (schools pick their optimal dates in window)
- Staff surveys: Mar 2-Apr 3
- Teacher logs: 1<sup>st</sup> Monday each month
- Site visits: Mar 2-Apr 3

# Consent Process



# Overview

- District office and RAND prepare materials and get to Coordinators once/week
- Coordinators work with teachers to distribute and collect consent forms and reminders once/week
- Coordinators log-in signed consent forms into consent tracker
- Coordinators pony hard copies of signed forms to district office once/week
- Last day Coordinators can collect forms: Jan 31



# Week of January 6

Date	Task/Activity
January 6	Webinar for RJ and PBIS Coordinators; exit ticket
January 7-8	District brings Coordinators 1st batch of materials (consent form, cover letter)
January 8	Webinar for RJ and PBIS Coordinators; exit ticket
January 9	Webinar for RJ and PBIS Coordinators; exit ticket
January 10	Coordinators identify and brief teachers by 1/10
January 10	Coordinators print list of students needing consent form (from tracker) by 1/10
January 10	Coordinators deliver list and materials to teachers by 1/10

# Distribution and Collection of Consent Forms

- Optimally, pick the group of teachers who helped distribute consent forms in Oct 2019 (e.g., homeroom/advisory teachers)
- Ensure that the group of teachers distribute consent forms to all eligible students (all students in grades 5-8 who have not returned a signed consent form)



# Talking Points for Meeting with Teachers

Two more rounds of positive behavior student survey: Feb-Mar 2020  
(and Feb-Mar 2021)

Consent forms ONLY needed from students who did not return one  
previously (or returned an old version)

Please send home materials once/week; I will give you the materials and  
pick up the signed forms weekly

All consent forms need to be collected by Jan 31, 2020

Key points if parents ask questions:

- Consent is ONLY for the study, not implementation of RJ or PBIS

- Only sending form to parents/guardians who have not returned new  
version. Some may have returned old forms.

- Parents/guardians can opt out of the survey on the form

Please ask me questions, and I will get you answers

# Week of January 13

Date	Task/Activity
January 13	Teachers send consent forms and letters home with students WHO HAVE NOT RETURNED SIGNED FORM PREVIOUSLY
January 13	District sends email to same parents/guardians
January 13-17 (all week)	Teachers collect signed consent forms daily
January 16	Coordinators visit teachers, collect signed forms, and encourage teachers and students by 1/16
January 16	Coordinators enter newly signed forms into consent tracker by 1/16
January 17	Coordinators pony hard copies of signed forms to Benjamin Mourad, CESC, Room 257
January 16-17	RAND delivers reminder notes to each school

# Using the Consent Tracker

- Confirm that you have access to your school's consent tracker
- Teachers who are distributing consent forms should receive a list of students who have not yet returned a new consent form
- Enter newly returned consent forms into the tracker

# Creating List of Students

## Still Needing Consent Forms Returned

- RJ Coordinators will be able to see only students who have not yet returned new consent forms
- Using the copy tab at the bottom of the consent tracker, RJ Coordinators can manipulate names to sort by grade (at least) for the teachers who will distribute consent forms
- If you would like to provide a list that is specific to each participating teacher (not just for their grade), you will need to enter into your consent tracker the names of the teachers matched to the students

Please do NOT download the spreadsheet or use it offline



# Creating List (1)

1.- Click on the empty block on top of row # 1, before column A. See arrow. |

Sample Consent Tracker Page ☆ 🗑️

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	A	B	C	D	E	F	G	H
1	School of Enrollment	Student Name	Student ID	Current Grade	School ID	Consent		
2	School Name	Bangor, Sari	ID Number	5		Not Returned		
3	School Name	Nazareth, Ernastine	ID Number	5		Yes		
4	School Name	Wilson, Asashia	ID Number	6		No		
5	School Name	Iturbide, Mario	ID Number	7		Not Returned		
6	School Name	Smith, Xavier	ID Number	8		Yes		
7	School Name	Lipkin, Trevon	ID Number	5		No		
8	School Name	Gonzalez, Ana	ID Number	6		Not Returned		
9	School Name	Lopez, Carlos	ID Number	7		Yes		
10	School Name	Sergi, Ethan	ID Number	8		No		
11	School Name	Linderman, Eve	ID Number	5		Not Returned		
12	School Name	Farrelly, Joe	ID Number	6		Yes		
13	School Name	Haggard, Mary	ID Number	7		No		
14	School Name	Cuevas, Jasmine	ID Number	8		Not Returned		
15	School Name	Castel, John	ID Number	5		Yes		
16	School Name	Wilson, Andre	ID Number	6		No		
17	School Name	Gomez, Gabriela	ID Number	7		Not Returned		
18	School Name	Lee, Zhang Wei	ID Number	8		Yes		
19	School Name	Branson, Naomi	ID Number	5		No		
20	School Name	Khan, Wang Xiu Zhing	ID Number	6		Not Returned		
21	School Name	Corrio, Abel	ID Number	7		Yes		
22	School Name	Berger, Jonas	ID Number	8		No		
23	School Name	Bergesen, Derek	ID Number	5		Not Returned		
24	School Name	Paussini, Dina	ID Number	6		Yes		

# Creating List (2)

Note: This will select the entire spreadsheet as shown below.

Sample Consent Tracker Page ☆

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

100% - 5 100 - Default (Arabic) - 10 - B I U A ↕ ↗ ↘ ↙ ↚ ↛ ↜ ↝ ↞ ↠ ↡ ↢ ↣ ↤ ↥ ↦ ↧ ↨ ↩ ↪ ↫ ↬ ↭ ↮ ↯ ↰ ↱ ↲ ↳ ↴ ↵ ↶ ↷ ↸ ↹ ↺ ↻ ↼ ↽ ↾ ↿ ↺ ↻ ↼ ↽ ↾ ↿ ↺ ↻ ↼ ↽ ↾ ↿

	A	B	C	D	E	F	G	H
1	School of Enrollment	Student Name	Student ID	Current Grade	School ID	Consent		
2	School Name	Bangor, Sari	ID Number	5		Not Returned		
3	School Name	Nazareth, Ernestine	ID Number	5		Yes		
4	School Name	Wilson, Anusha	ID Number	6		No		
5	School Name	Iburbide, Mario	ID Number	7		Not Returned		
6	School Name	Smith, Xavier	ID Number	8		Yes		
7	School Name	Uplin, Trevon	ID Number	5		No		
8	School Name	Gonzalez, Ana	ID Number	6		Not Returned		
9	School Name	Lopez, Carlos	ID Number	7		Yes		
10	School Name	Sergt, Ethan	ID Number	8		No		
11	School Name	Underman, Eve	ID Number	5		Not Returned		
12	School Name	Ferrelly, Joe	ID Number	6		Yes		
13	School Name	Haggard, Mary	ID Number	7		No		
14	School Name	Curvas, Jasmine	ID Number	8		Not Returned		
15	School Name	Castel, John	ID Number	5		Yes		
16	School Name	Wilson, Andre	ID Number	6		No		
17	School Name	Gomez, Gabriela	ID Number	7		Not Returned		
18	School Name	Lee, Zhang Wei	ID Number	8		Yes		
19	School Name	Branson, Naomi	ID Number	5		No		
20	School Name	Khan, Wang Xiu Zhing	ID Number	6		Not Returned		
21	School Name	Conio, Abel	ID Number	7		Yes		
22	School Name	Berger, Jonas	ID Number	8		No		
23	School Name	Bergesen, Derek	ID Number	5		Not Returned		
24	School Name	Passolini, Dina	ID Number	6		Yes		
25								

# Creating List (3)

2.- Right click and select "Sort Range." The following window will appear.

The screenshot shows a spreadsheet application window titled "Sample Consent Tracker Page". The spreadsheet contains a table with the following columns: School of Enrollment, Student Name, Student ID, Current Grade, School ID, and Consent. The data rows are as follows:

School of Enrollment	Student Name	Student ID	Current Grade	School ID	Consent
School Name	Bangor, Sol	ID Number	5		Not Returned
School Name	Nazareth, Emaline	ID Number	5		Yes
School Name	Wilson, Azathia	ID Number	6		No
School Name	Iturbide, Mario	ID Number	7		Not Returned
School Name	Smith, Kevin	ID Number	6		Yes
School Name	Upton, Trevor	ID Number	5		No
School Name	Gonzalez, Ara	ID Number			
School Name	Lopez, Carlos	ID Number			
School Name	Serg, Ethan	ID Number			
School Name	Underman, Eve	ID Number			
School Name	Famello, Joe	ID Number			
School Name	Haggard, Mary	ID Number			
School Name	Gueiss, Jasmine	ID Number			
School Name	Cattel, John	ID Number			
School Name	Wilson, Andre	ID Number			
School Name	Gomez, Gabriela	ID Number			
School Name	Lee, Zhang Wei	ID Number			
School Name	Bramson, Naomi	ID Number			
School Name	Xiao, Wang Xia Zhong	ID Number			
School Name	Combs, Abel	ID Number			
School Name	Barger, Jonas	ID Number			
School Name	Bergreen, Derek	ID Number			Not Returned
School Name	Fassold, Dina	ID Number			Yes

The "Sort Range" dialog box is open, showing the range "A1 to Z1000". The "Data has header row" checkbox is unchecked. The "Sort by" dropdown is set to "Column A". The sort order is set to "A to Z" (indicated by a green arrow). The dialog includes an "Add another sort column" button, a "Cancel" button, and a "Sort" button.



# Creating List (4)

3.- Select the box for “Data has header row” if your data has a title row. In this case, there a title row.

The screenshot shows a spreadsheet application window titled "Sample Consent Tracker Page". The spreadsheet contains a table with the following data:

School of Enrollment	Student Name	Student ID	Current Grade	School ID	Consent
School Name	Bangor, Sari	ID Number		5	Not Returned
School Name	Nazareth, Ernestine	ID Number		5	Yes
School Name	Wilson, Asashia	ID Number		6	No
School Name	Rubide, Mario	ID Number		7	Not Returned
School Name	Smith, Xavier	ID Number		8	Yes
School Name	Lipkin, Trevon	ID Number		5	No
School Name	Gonzalez, Ana	ID Number			
School Name	Lopez, Carlos	ID Number			
School Name	Seng, Ethan	ID Number			
School Name	Lindeman, Eve	ID Number			
School Name	Farrelly, Joe	ID Number			
School Name	Haggard, Mary	ID Number			
School Name	Cuevas, Jasmine	ID Number			
School Name	Castle, John	ID Number			
School Name	Wilson, Andre	ID Number			
School Name	Gomez, Gabriela	ID Number			
School Name	Lee, Zhang Yiwei	ID Number			
School Name	Branson, Naomi	ID Number			
School Name	Khan, Wang Xiu Zhong	ID Number			
School Name	Corio, Abel	ID Number			
School Name	Berger, Jonas	ID Number			
School Name	Bergeson, Derek	ID Number		5	Not Returned
School Name	Fauschini, Dina	ID Number		6	Yes

A dialog box titled "Sort range from A1 to Z1000" is open in the foreground. It has a checked checkbox for "Data has header row". The "Sort by" dropdown is set to "School of Enrollment". The sort order is set to "A → Z" (indicated by a green circle). There are "Cancel" and "Sort" buttons at the bottom right of the dialog.

# Creating List (5)

4.- Click on the “Sort by” drop-down menu and select “Consent”

The screenshot shows a Google Sheets spreadsheet with the following data:

School of Enrollment	Student Name	Student ID	Current Grade	School ID	Consent
School Name	Bangui, Saii	ID Number	5		Not Returned
School Name	Nazareth, Etnastine	ID Number	5		Yes
School Name	Wilson, Alasha	ID Number	6		No
School Name	Burbuck, Marco	ID Number	7		Not Returned
School Name	Smith, Javier	ID Number	8		Yes
School Name	Lipkin, Davon	ID Number	5		No
School Name	Gonzalez, Ana	ID Number			
School Name	Lopez, Carlos	ID Number			
School Name	Serg, Ethan	ID Number			
School Name	Underman, Eve	ID Number			
School Name	Farely, Joe	ID Number			
School Name	Higgard, Mary	ID Number			
School Name	Cuevas, Isacine	ID Number			
School Name	Castel, John	ID Number			
School Name	Wilson, Andre	ID Number			
School Name	Gomez, Gabriela	ID Number			
School Name	Lee, Zhang Wai	ID Number			
School Name	Branson, Naomi	ID Number			
School Name	Khan, Wang Xiu Zhong	ID Number			
School Name	Corris, Abel	ID Number			
School Name	Berger, Janus	ID Number			
School Name	Bergsten, Derek	ID Number	5		Not Returned
School Name	Dina	ID Number	6		Yes

A dialog box titled "Sort range from A1 to Z1000" is open, showing the following options:

- Data has header row
- Sort by: Consent
- A → Z
- Z → A
- Buttons: Add another sort column, Cancel, Sort

# Creating List (6)

5.- Click on “Add another column” and select “Current Grade”

The screenshot shows a Google Sheets spreadsheet with the following data table:

School of Enrollment	Student Name	Student ID	Current Grade	School ID	Consent
School Name	Bergin, Sam	ID Number	5		Not Returned
School Name	Benarath, Emaline	ID Number	5		Yes
School Name	Wilson, Aashifa	ID Number	6		No
School Name	Hurbale, Marie	ID Number	7		Not Returned
School Name	Smith, Kasee	ID Number	8		Yes
School Name	Lipkin, Trevon	ID Number	5		No
School Name	Gonzalez, Ana	ID Number			
School Name	Lopez, Carlos	ID Number			
School Name	Serg, Ethan	ID Number			
School Name	Linderman, Eve	ID Number			
School Name	Fernely, Iva	ID Number			
School Name	Haggard, Mary	ID Number			
School Name	Crews, Justice	ID Number			
School Name	Catal, John	ID Number			
School Name	Wilson, Andre	ID Number			
School Name	Gomez, Gabriela	ID Number			
School Name	Lao, Zhang Wei	ID Number			
School Name	Shawon, Naima	ID Number			
School Name	Khan, Yiyang Xia Zhng	ID Number			
School Name	Cook, Abel	ID Number			
School Name	Bergin, Janaz	ID Number			
School Name	Bergsten, Derek	ID Number			
School Name	Dha	ID Number			

A sorting dialog box is open in the foreground, titled "Sort range from A1 to Z1000". It includes the following options:

- Data has header row
- Sort by: Consent (dropdown), with radio buttons for A → Z (selected) and Z → A.
- Then by: Current Grade (dropdown), with radio buttons for A → Z (selected) and Z → A.
- Buttons: "Add another sort column", "Cancel", and "Sort".

# Creating List (7)

6.- Click “Add another column” and select “Student Name”

The screenshot shows a Microsoft Excel spreadsheet titled "Sample Consent Tracker Page". The spreadsheet contains a table with the following columns: School of Enrollment, Student Name, Student ID, Current Grade, School ID, and Consent. The data rows are as follows:

School of Enrollment	Student Name	Student ID	Current Grade	School ID	Consent
School Name	Wagner, Sam	ID Number	5	5	Not Returned
School Name	Nazareth, Emardine	ID Number	5	5	Yes
School Name	Wilson, Austin	ID Number	6	6	No
School Name	Burke, Malo	ID Number	7	7	Not Returned
School Name	Smith, Javier	ID Number	8	8	Yes
School Name	Ligon, Trevon	ID Number	5	5	No
School Name	Sorokko, Ana	ID Number			
School Name	Lopez, Carlos	ID Number			
School Name	Jung, Ethan	ID Number			
School Name	Sunderman, Iva	ID Number			
School Name	Family, air	ID Number			
School Name	Haggard, Mary	ID Number			
School Name	Casac, Lucette	ID Number			
School Name	Catal, John	ID Number			
School Name	Wilson, Andie	ID Number			
School Name	Somet, Gabriela	ID Number			
School Name	Lee, Zhong Wai	ID Number			
School Name	Brannon, Naomi	ID Number			
School Name	Khan, Wang Xu Zheng	ID Number			
School Name	Curtis, Abel	ID Number			
School Name	Bergin, James	ID Number			
School Name	Bergesen, Derek	ID Number			
School Name	Dine	ID Number			

A dialog box titled "Sort range from A1 to Z1000" is open in the foreground. It has a close button (X) in the top right corner. The dialog box contains the following options:

- Data has header row
- Sort by: Consent (dropdown menu),  A → Z,  Z → A
- then by: Current Grade (dropdown menu),  A → Z,  Z → A, [trash icon]
- then by: Student Name (dropdown menu),  A → Z,  Z → A, [trash icon]
- [Add another sort column button]
- [Cancel button] [Sort button]

# Creating List (8)

7.- Then click sort. Data should be sorted now.

Sample Consent Tracker Page ☆ 🗑️

File Edit View Insert Format Data Tools Add-ons Help [All changes saved in Drive](#)

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	A	B	C	D	E	F	G	H
1	School of Enrollment	Student Name	Student ID	Current Grade	School ID	Consent		
2	School Name	Branson, Naomi	ID Number		5	No		
3	School Name	Lipkin, Trevon	ID Number		5	No		
4	School Name	Wilson, Andre	ID Number		6	No		
5	School Name	Wilson, Asashia	ID Number		6	No		
6	School Name	Haggard, Mary	ID Number		7	No		
7	School Name	Berger, Jonas	ID Number		8	No		
8	School Name	Sergi, Ethan	ID Number		8	No		
9	School Name	Bangor, Sari	ID Number		5	Not Returned		
10	School Name	Bergesen, Derek	ID Number		5	Not Returned		
11	School Name	Linderman, Eve	ID Number		5	Not Returned		
12	School Name	Gonzalez, Ana	ID Number		6	Not Returned		
13	School Name	Khan, Wang Xiu Zhing	ID Number		6	Not Returned		
14	School Name	Gomez, Gabriela	ID Number		7	Not Returned		
15	School Name	Iturbide, Mario	ID Number		7	Not Returned		
16	School Name	Cuevas, Jasmine	ID Number		8	Not Returned		
17	School Name	Castel, John	ID Number		5	Yes		
18	School Name	Nazareth, Ernestine	ID Number		5	Yes		
19	School Name	Farrelly, Joe	ID Number		6	Yes		
20	School Name	Paussini, Dina	ID Number		6	Yes		
21	School Name	Corio, Abel	ID Number		7	Yes		
22	School Name	Lopez, Carlos	ID Number		7	Yes		
23	School Name	Lee, Zhang Wei	ID Number		8	Yes		
24	School Name	Smith, Xavier	ID Number		8	Yes		
25								

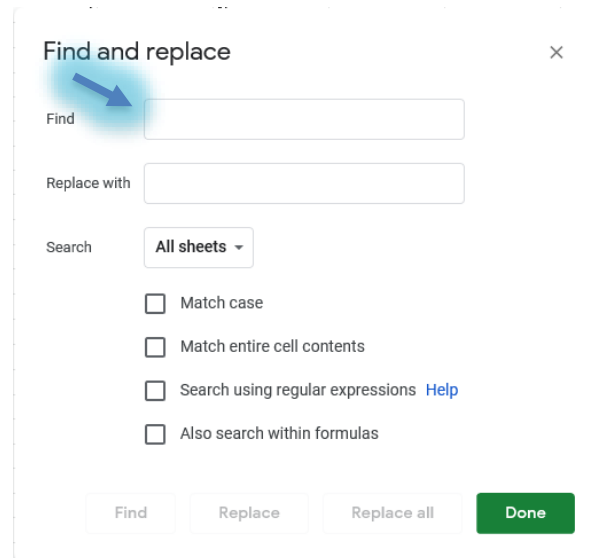
# Creating List (9)

## **NOTE:**

Copy and paste all the names of students in a grade that have “NOT RETURNED” and Print document for all teachers in that grade level.

# Enter Signed Forms (1)

- Click the “Edit” tab on the menu across the top of the page
- Click on “Find and Replace”
- In the box next to “Find” type the name

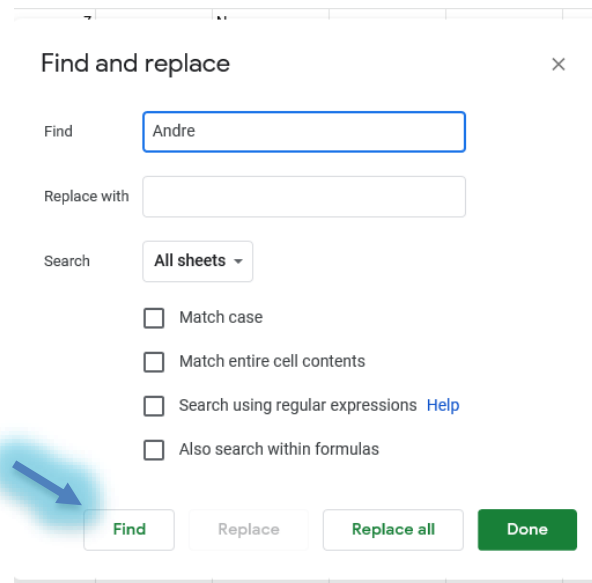


The image shows a 'Find and replace' dialog box with the following elements:

- Find and replace** (title bar with a close button 'x')
- Find** (input field with a blue arrow pointing to it)
- Replace with** (input field)
- Search** (dropdown menu set to 'All sheets')
- Match case
- Match entire cell contents
- Search using regular expressions [Help](#)
- Also search within formulas
- Find** (button)
- Replace** (button)
- Replace all** (button)
- Done** (button)

# Enter Signed Forms (2)

- After typing the name, click “Find” at the bottom of the window and “Done” once you found it
- Change “not returned” to “yes” or “no”





# Week of January 20

Date	Task/Activity
January 21	Coordinators print list of students still needing consent form (from tracker) by 1/21
January 21	Coordinators deliver list and materials to teachers by 1/21
January 22	Teachers send reminder notes home with students WHO HAVE NOT RETURNED A SIGNED FORM by 1/22
January 22	District sends email to same parents/guardians
January 21-24 (all week)	Teachers collect signed consent forms daily
January 23	Coordinators visit teachers, collect signed forms, and encourage teachers and students by 1/23
January 23	Coordinators enter newly signed forms into the consent tracker by 1/23
January 24	Coordinators pony hard copies of signed forms to Benjamin Mourad, CESC, Room 257
January 24	Coordinators receive new batch of consent forms by pony from district office

# Week of January 27

Date	Task/Activity
January 28	Coordinators print list of students still needing consent form (from consent tracker) by 1/28
January 28	Coordinators deliver list and materials to teachers by 1/28
January 29	Teachers send consent form home with students WHO HAVE NOT RETURNED SIGNED FORM
January 29	Teachers call remaining parents/guardians
January 29	Principal sends targeted ConnectEd message
January 28-31 (all week)	Teachers collect signed forms daily
January 31	Coordinators visit teachers, collect signed forms by 1/31
January 31	Coordinators enter newly signed forms into consent tracker by 1/31
January 31	Coordinators pony hard copies of signed forms to Benjamin Mourad, CESC, Room 257

# Script for Teacher Calls to Parents/Guardians - Week of January 27

- Reminder about materials sent home, including paper color (yellow)
- Share that a new consent form has not yet been returned and then request that they sign and return - can send home a new form if needed
- Point out that consent is just for study, not for implementation of RJ or PBIS, if needed
- IF parent/guardian mentions that they already returned a consent form, share that we need an updated form for this school year
- Identify points of contact (next slide)

# Key Contacts

- RJ or SW-PBIS Policy
  - Ruschelle Reuben, MCPS Associate Superintendent, [Ruschelle\\_Reuben@mcpsmd.org](mailto:Ruschelle_Reuben@mcpsmd.org), 240-740-3951 .
- RJ or SW-PBIS in your school
  - Asashia Martin, MCPS Instructional Specialist, ([Asashia\\_Y\\_Martin@mcpsmd.org](mailto:Asashia_Y_Martin@mcpsmd.org), 240-740-3951)
  - Sean Kelly, MCPS Instructional Specialist, ([Sean\\_P\\_Kelly@mcpsmd.org](mailto:Sean_P_Kelly@mcpsmd.org), 240-740-3959)
- Materials or process for parental/guardian consent
  - Stephanie Iszard, MCPS Program Manager, ([Stephanie\\_R\\_Iszard@mcpsmd.org](mailto:Stephanie_R_Iszard@mcpsmd.org), 240-740-3949)
  - Asashia Martin, MCPS ([Asashia\\_Y\\_Martin@mcpsmd.org](mailto:Asashia_Y_Martin@mcpsmd.org), 240-740-3951)
- RJ/SW-PBIS Study
  - Becki Herman, RAND Principal Investigator, [bherman@rand.org](mailto:bherman@rand.org), 703-413-1100 x5468
  - Molly Waymouth, RAND Researcher, [mdoyle@rand.org](mailto:mdoyle@rand.org), 703-413-1100 x5073

# Next Steps

- To receive your stipend for attending this webinar, please email the information requested on the “exit ticket” to Katie Tosh (RAND) by Friday, Jan 10
- In return, Katie will email you the slides, and longer versions of the talking points, and the consent forms and cover letters in English and Spanish
- Please ask your Instructional Specialist, Asashia Martin or Sean Kelly, if you have any questions

# Exit Ticket

Please email the following to Katie Tosh,  
[ktosh@rand.org](mailto:ktosh@rand.org) by 1/10/2020

- Your name and school
- Which group of teachers will be responsible for the consent process in your school?
- How and when will you discuss this process with them?
- What days will you distribute and collect materials?

# Questions?

