



### **Student Intake Phone Call:**

1. Begin by introducing yourself.
2. Explain your role.
3. Explain that they are on the way to be recommended to SARB if EHS doesn't see improvement. Also, if you work with us, "Minutes" can be earned back.
4. Explain RJ briefly. Not a punishment process; connect to resources and strategies
5. Ask if they have questions or concerns.
6. Ask student to share their story/background on situation.
7. Ask student 1-10 how ready to change? What do they want to do to get on track?
8. Assess student's readiness and appropriateness for the program.
9. Explain the Attendance Council briefly.
  - a. Peer-to-peer- teens helping each other struggling with attendance
  - b. Create an action plan
  - c. Do you currently have an EHS **Attendance Success Plan**? Bring it.
  - d. Regular check-ins with other teens on an action plan
  - e. 2 months or sooner
10. Explain that the program is voluntary and is for students who want to take responsibility and get on track.
11. Ask anything we can do to help them to succeed in this process?



### Parent Intake Phone Call:

1. Begin by introducing yourself.
2. Explain your role and how you came to be involved in this case.
3. Explain that youth is on the way to be recommended to SARB if EHS doesn't see improvement. Also, if youth works with us, "Minutes" can be earned back.
4. Explain restorative justice briefly from the impacted party's point of view: It is about exploring how they have been affected and having a voice in the outcome and how they can **be part of solutions**.
5. Ask if they have questions or concerns.
6. Ask the impacted party to share their story/background on situation.
7. Ask how they have been impacted.
8. When appropriate, turn the discussion to an explanation of the Attendance Council and tell them about the ways they can engage in that. They are requested to attend 1<sup>st</sup> Council hearing.
9. Explain the Attendance Council.
  - a. Peer-to-peer- teens helping each other struggling with attendance. Leveraging peer motivation.
  - b. Create an action plan. Set achievable goals and see some success
  - c. Okay with teens sharing phone numbers?
  - d. 2 months
10. Explain that the program is voluntary and is for students who want to take responsibility and get on track.