**Focus Group Discussion Guide (Staff)**

1. **Why are we here? (Purpose of Focus Group)**
* To describe and outline how restorative justice works at IJLA

We are currently developing a logic model (a diagram that shows how a program or policy works) for restorative justice at IJLA. This logic model will go on a website about restorative justice at IJLA. The website will also contain other information from these interviews that we are doing. We want your opinions and perspectives to better inform the logic model and the information on the website.

1. **Process:**

Basic ground rules about how the group is going to go.

1. Open discussion. We want you to talk and we want to have a discussion. We’re interested in your opinions and experiences. So we’re not looking for any particular answers and there are no right or wrong answers to our questions. Remember, we are here to learn from you to help the school better understand your experience of restorative justice at IJLA and how school can improve the use of this philosophy.
2. Confidentiality. We will not tell people what a particular individual told us. Rather, we will tell them what the groups as a whole told us. However, because this is a group, we can’t totally promise that someone in this group won’t say what someone said in this group to someone outside the group.

Also, if someone in the group states that they are hurting someone or that someone else is hurting them or if you give us information about a situation in which this is happening, then we will have to break confidentiality.

1. Recording.
2. You may wonder how confidentiality is protected when we have a recorder in the room. Well, there is only so much we can remember without the recorder, so the recorder is here only as a device to allow us to go back and remember what went on here. Also, this will allow us to pay better attention to you as you are speaking rather than trying to write everything down while you are talking. What we will do after the session is type up what is said, but we will not type any names in the transcript. We will read through the transcript to see what the themes are.
3. Remember we are not interested in identifying who is saying what, but rather what is being said. Of course, the recorder has limitations. It can’t record facial expressions, body language, head nodding, and things like that. Which brings us to why this other individual is here who is going to sit quietly and record the “nonverbal” language.
4. One thing that would really help in capturing everything that everyone says is if people talk one at a time. That way it is easier to understand when we go back and listen to the tape. So please make every effort to not talk over each other.
5. **Focus Group Discussion Questions**

1. Icebreaker

*First, we are going to ask you to describe what restorative justice is at your school. We are going to try to describe restorative justice through its values and practices.*

2. Share out of responses from journaling exercise

3. What are some examples of RJ that you’ve been part of or seen in the school?

1. When are the different restorative justice practices used at the school? In which scenarios do you use the different practices?
2. How have you used RJ in your role at the school?

6. What are the steps to the different practices? (For example, can you outline what happens during a peace circle?)

7. How do the RJ values and practices align to the school-wide competencies?

(\*\*\*make sure to have a list of school-wide competencies up on the board\*\*\*)

*Next, we are going to ask you what you think the goals of restorative justice are, what you think the purpose of it is or what you think you can achieve by using it.*

8. Why do you think we practice restorative justice at IJLA? What kinds of issues do you think RJ addresses within the school?

9. Has RJ changed the way you think and/or behave? How?

10. How have you incorporated RJ into the work that you do at the school?

12. What kind of impact do you think has RJ had on the students?

*Last, we are going to ask about your own personal experiences with restorative justice at IJLA.*

13. When you first experienced RJ at the school – how did you feel about it? Why? What were your thoughts during and afterwards?

14. Have your experiences changed over time? If yes, how?

15. What are the similarities and differences in your experiences with discipline/conflict at this school and other schools you have been at?

16. Is there anything else that you would like to talk about that we missed?

\*Ask co-facilitators to see if they have any additional questions.\*