

The Allentown School District is inviting proposals for staff and student level services. Proposals should not exceed a cost of \$550,000.00.

Intent

The Allentown School District (ASD) is inviting proposals from qualified service providers of Restorative Practices for students, staff, and families. The District reserves the right to select more than one provider if necessary.

Project Purpose, Description and Scope: Purpose and Project Description:

The purpose of this project is to build the capacity of the Allentown School District staff to implement restorative practices in their daily instructional and non-instructional routines. Additionally, the proposals must include student level services. (one to one counseling, group counseling, mentoring, family conferences, community meetings). The desired outcome of this work is to have all ASD students, families and staff regularly using restorative practices in their daily workflows which will include classroom teaching, staff to staff relations, as well as family and community engagement.

This proposal requires applicants to develop and show how they will implement Restorative Practices for principals, assistant principals, supervisors of instruction, school counselors, intervention specialist, behavioral specialist, paraprofessionals, cafeteria staff, clerical, security guards, custodians, students, and families. Once these staff members are trained the expectation is that staff in critical areas (**direct services to students**) will have participated in training and coaching that will prepare them to conduct the following, where applicable and appropriate:

1:1 student mentoring

1:1 student counseling (where applicable based on credentials)

Group counseling (students)

Home – school visits

Family conferences

Community meetings

Training services must include required Restorative Practices training (Introduction to Restorative Practices, and Introduction to Circles), as well as job embedded coaching by position and role responsibility at a minimum.

Proposals should also include an evaluation component that demonstrates an increase in staff members knowledge, skills, and regular use of restorative practices. The evaluation component must align with the District’s Strategic Framework, Curriculum Audit and middle school Comprehensive School Improvement plans. All documents are accessible on the District’s

website. Copies of any documents may also be requested by contacting the Allentown School District Communications Department 484.765.4141.

Scope:

- In-person group training on restorative practices for teachers, and other instructional and non-instructional staff.
- Methods/materials for capturing reflection on the use of restorative practices within each specific role within the District and should include documentation of the practice and reflection on successes and challenges.
- Facilitation of circles where appropriate based on the individual roles and positions within the District.
- Evaluation of the training and implementation process, as well as the expected measurable outcomes of all training and coaching at the staff, student and family levels respectively.

Project Timeline: The services must be delivered between December 2019 and September 30, 2020.

Requirements: There are two parts to the narrative. The first is a list of questions describing you or your organization’s philosophy, history, and qualifications. Please provide resumes and/or curriculum vitae, and Restorative Practices certifications for all individuals who will provide training and coaching services to staff and students. Please also provide PA State Criminal Record Checks, Child Abuse Clearances, and Fingerprint Clearances along with any/all Misconduct/Abuse Disclosure Release documentation.

Evaluation Criteria include specific descriptions of the following services:

1:1 student mentoring

1:1 student counseling (where applicable based on credentials)

Group counseling (students)

Home – school visits

Family conferences

Community meetings

1. Please provide a 2-page narrative detailing the following:

- Description of you or your organization and your restorative practice philosophy.
- Description of you or your organization’s history with restorative practice training and support.

- Description of the qualifications of the staff that would be responsible for implementing the work.
- Description of your or your organization’s ability and capacity to deliver services during the timeline identified above. Experience implementing Restorative Practices in similar districts and/or with similar employee and student demographics.

Proposals should provide an outline of the restorative practice training sessions and coaching for staff, students and families along with details regarding supporting materials, activities/assignments, and evaluation.

All proposals must include an action item and/or task as well as proposed costs to complete each action item or tasks for the project. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC) and include an explanation of the cost.

To ensure consideration for this invitation, your proposal should be complete and include all of the above-listed evaluative critiers.

All proposals must be received by November 21, 2019.

All proposals should be delivered and/or mailed to the undersigned, Administration Center, Assistant Superintendent of Equity and Accountability, 31 South Penn Street, P.O. Box 328, Allentown, PA 18105, date specified above.

By Order of the Board of Directors
School District of the City of Allentown

Cynthia Craig-Booher
Business Manager

TO BE INSERTED: 11/07/2019, 11/14/2019 and 11/19/2019 in the Allentown Morning Call and The Express Times

