Peer Jury Hearing Script & Framework

**Pre Meeting:** A faculty advisor will have a pre-meeting with both parties to explain the hearing procedure and inform them of the hearing date, time and location.

**Who must be there:**
- 6 student Peer Jurors (including the note taker)
  - One assigned as facilitator, who will run the hearing
  - The note taker is a non-voting juror
- 1 approved faculty advisor (others may observe)
- Person(s) Affected (+1 supporter for each)
- Responsible Party (+1 supporter for each)

1. **Introduction by facilitator:**
   Facilitator: “My name is ___________ and I will be facilitating this hearing.”

   The facilitator will then speak very briefly about their background and involvement in the school community.
   - Introductions: each conference participant and will state his/her name and relationship to the Responsible Party(s) or Person(s) affected. The facilitator will ask that they also share something about their position in the Sanborn Community.

   Facilitator: “Thank you all for attending. I know that this is difficult for all of you, but your presence will help us deal with the matter that has brought us together. This is an opportunity for all of you to be involved in repairing the harm that has been done. We are here to amend the wrong doing within the community. This conference will focus on the events that occurred on: (refer to all facts on incident report. Make sure to include date, time, and basic synopsis of incident) _______________ (Responsible Party) and _______________ (Person Affected) are here today to restore balance to the community.

   Facilitator: “In order for this proceeding to move along quickly, respectfully and privately we ask everyone who participates to turn off all electronic devices. Does everyone understand this?”
   - Everyone in the room should respond with an affirmative.

   Facilitator: “It is important to understand that we will focus on what has occurred and how this incident has affected the community. We are not here to decide whether (Responsible Party _______________) is good or bad. We
want to explore in what way people have been affected and hopefully work toward repairing the harm that has resulted. Does everyone understand this?”

- Everyone in the room should respond with an affirmative.

Facilitator: “(Responsible Party) _________________ has/have admitted his/her/their part in the incident.”

Facilitator to Responsible Party: “You have chosen to deal with the incident through our school’s peer jury system and not through the other disciplinary means. If at any point you wish to stop the proceedings, please state so and the adult facilitator will talk with you privately to determine the best course moving forward. **However, once an outcome has been determined, it will be binding.** If you do leave, the matter will be referred to administration. If you choose to participate in a respectful manner and comply with the conference agreement, this matter will be finalized. Do you understand?”

- Responsible Party is expected to respond with an affirmative

2. Responsible Party

Facilitator: “This is an opportunity to repair the harm done and bring balance back to our school community. All of us have an important role in this endeavor. We will now get started with (Responsible Party’s name) _________________”

- If there is more than one offender, have each respond to all of the following questions. Make sure to give each party enough time to think and answer.
- Peer jury note taker should begin taking notes of responses.

1. “What brings you here today?”
2. “Why do you think you acted that way?”
3. “Was there something else going on that day?”
4. “Who do you think has been affected by your actions and in what way?”
5. “If the same situation happens again how could you behave differently?”
6. “What do you think you need to do to make things right?”

3. Person Affected

Facilitator: “Now we’ll hear from (Person affected name) _________________.”

- If there is more than one victim, have each respond to all of the appropriate questions:

1. Please describe what brings you here today?
2. “What was your reaction at the time of the incident?”
3. “How do you feel about what happened?”
4. “What has been the hardest thing for you?”
5. “How did your family and friends react when they heard about the incident?”
6. “What do you think needs to happen to make things right?”
4. **Person Affected Supporters**  
Facilitator: “Now we’ll hear from __________________________’s supporter (one of Person affected supporters’ names).”  
- Have each respond to all of the following questions:
  1. “What did you think when you heard about the incident?”
  2. “How do you feel about what happened?”
  3. “What has been the hardest thing for you?”
  4. “What do you think are the main issues that need to be addressed?”

5. **Responsible Party Supporters**  
Facilitator: “We can now hear from ______________________ (one of Responsible Party’s supporters name).”  
- Have each respond to all of the following questions:
  1. “What would you like to say in support of ______________________?”
  2. “What did you think when you heard about the incident?”
  3. “How do you feel about what happened?”
  4. “What has been the hardest thing for you?”
  5. “What do you think are the main issues?”
  6. “How can this harm be repaired?”

6. **Responsible Party**  
Facilitator asks the offender “Is there anything else you want to say at this time?”

7. **Person Affected**  
Facilitator asks the Person Affected “Is there anything else you want to say at this time?”

8. **Discussion of possible outcomes**  
Facilitator asks the Person Affected “What would you like to see happen as a result of today’s conference (suggested outcomes)?”  
Facilitator asks the Responsible Party “Would you please respond to what (Person affected name______) has stated as what they would like from today’s conference?”

- At this point, all of the participants discuss what should be in the final agreement. Solicit comments from each participant. It is important that you ask the offender(s) to respond to each suggestion before the group moves to the next suggestion, asking “What do you think about that?” Then determine that the Responsible Party agrees before moving on. Allow for negotiation. As the agreement develops, clarify each item and make the written document as specific as possible, including details, deadlines and follow-up arrangements.
• As you sense that the agreement discussion is drawing to a close, say to the participants: “Before I prepare the written agreement, I’d like to make sure that I have accurately recorded what has been decided.” Read the items in the agreement aloud and look to the participants for acknowledgment. Make any necessary corrections.

9. Deliberation
Facilitator: “At this time the jury members will develop a plan to assist all parties in restoring the balance to our community. A timetable for completing this plan will also be created. We now ask that all non-Jury participants please leave room so that the Jury may discuss possible outcomes.”

• Once the JC has finished preparing the agreement ask all participants to return to the room.

10. Closing the Conference
Facilitator: “Before I formally close this conference, I would like to provide everyone with a final opportunity to speak. Is there anything anyone wants to say?”

• Allow for all participants to respond.

Facilitator: “Thank you for your contributions in dealing with this difficult matter. I congratulate you on the way you have worked towards bringing the community back into balance. I will now read the agreement.”

• Read off agreement

Facilitator: “Do you understand and agree with the terms? If so, please sign the agreement to signify your acceptance of the plan and willingness to fulfill your part of the agreement.”

• Responsible Party and Person affected must both respond with an affirmative.

Facilitator: “There will be a follow up meeting between the parties directly involved without their respective supporters. The follow up meeting will be _______ (date and time). Again, thank you all for participating today in a respectful and cooperative manner.”

11. Follow-up Meeting

Who must be there:
Original jury members.
• One assigned as facilitator
• One assigned as a note taker (not a voting member)
1 approved faculty advisor
Affected Party
Responsible Party

Procedure:
Facilitator: “Thank you all for attending this follow up meeting on the agreement between (says Responsible Party name) _________________and (says Person Affected name) ________________. I will now read the agreement”

• Facilitator reads agreement

Facilitator: “Has this agreement been followed to everyone’s satisfaction?”
If everyone states in the affirmative that the agreement has been followed, then the matter is resolved. Facilitator: “Thank you all for your willingness to work together to resolve this issue and bring balance back to our Sanborn community. This follow-up meeting is now concluded.”

If there is a disagreement that the agreement has been successfully followed, then the matter will be referred to the administration. Facilitator: “We appreciate your willingness to bring this matter to the peer jury however because the issue has not been resolved to the satisfaction of all parties, we will need to refer this matter to an administrator. Unless anyone had anything to add, this concludes our follow-up meeting.”

Note taker fills out the appropriate follow-up on the original hearing form.

Faculty advisor completes the referral form and returns it to the appropriate administrator.

The matter is now closed.