
Catalog of Programs

June 2011 - May 2012



Includes:

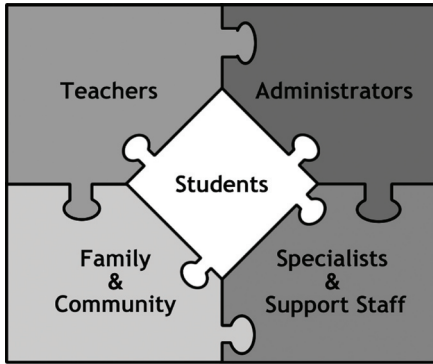
- Programs Overview
- Funding Open Circle in Your School
- Open Circle Implementation Model
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- Program Fees

“Rather than treating social development and academic development as separate missions, it’s time to recognize that they are inevitably linked.”

-Arne Duncan, U.S. Secretary of Education,
November 18, 2009

Open Circle is a program of the Wellesley Centers for Women





Programs Overview

Open Circle is a whole-school, preventative solution for your school's social and emotional development needs. Research has shown that when used in schools, Open Circle programs increase students' pro-social skills, decrease violence and other problem behaviors, and support an easier transition to middle school.

The Open Circle approach addresses both of the key requirements for social and emotional development: building social and emotional skills and establishing safe, caring learning environments. Social skills like self-management, social awareness, relationship-building, teamwork and problem solving are taught through lessons outlined in the K-5, grade-differentiated *Open Circle Curriculum*. Safe and caring learning environments are fostered through community-building activities, frameworks to understand and address central needs of students and staff, and a common vocabulary and approach.

To best address the unique needs of various school staff members, training programs are tailored to specific roles as listed in the program descriptions in this catalog. More extensive programs require year-long participation so that participants can practice and reinforce their learning throughout the school year.

Some training programs also include in-school coaching, which supports and guides participants as they begin using Open Circle in their own school environments. This extra support accelerates learning, facilitates deeper understanding and adoption of the Open Circle approach, and leads to more successful implementation.

Since its inception in 1987, Open Circle has reached nearly half a million children and trained over 10,000 educators. Open Circle is currently used in 265 schools across 91 urban and suburban communities across the Northeast.

Recognition

Open Circle is listed in the U.S. Department of Education Expert Panel guidebook of Exemplary and Promising Safe, Disciplined, and Drug-Free Schools Programs and has been designated as a "Select" program by the Collaborative for Academic, Social, and Emotional Learning.

Participating schools say:

"Open Circle provides children and adults with a common language and expectations that are essential to learning."

"Since we implemented Open Circle many years ago, I have seen a huge difference in children's ability to resolve their own conflicts and monitor their own behavior."

"Open Circle gives kids skills to work through their own issues. We've used other SEL programs that don't work as well because kids are not taught the skills."

"This training was invaluable to our staff and has helped our school climate immensely."

Funding Open Circle in Your School

Open Circle strives to keep fees low and ensure that our programs are accessible to all schools. While many schools fund Open Circle training from their operating budgets, some secure funds from other sources. Here are several funding sources to explore:

Government Funding

- School Improvement Grants (Title I)
- Improving Teacher Quality State Formula Grants (Title II)
- Safe and Supportive Schools State Grants
- Safe Schools/Healthy Students Grants

School or District Funds

- Discretionary professional development funds
- Prevention, school safety, school climate, character education, health education, or mental health education funds

Local Resources

- Parent-teacher organizations/associations
- Education foundations
- Service organizations (e.g. Jaycees, Lion's Club, Newcomer's Club)
- Local businesses

Foundation Grants

- Sprint Character Education Grant Program: Sprint awards grants to school districts and individual schools to fund the purchase of resource materials, supplies, equipment and software that facilitates and encourages character education among K-12 students.

In addition to these sources, schools serving low-income communities may qualify for scholarships, which are made possible by grants and gifts awarded to Open Circle.

Benefits of Open Circle

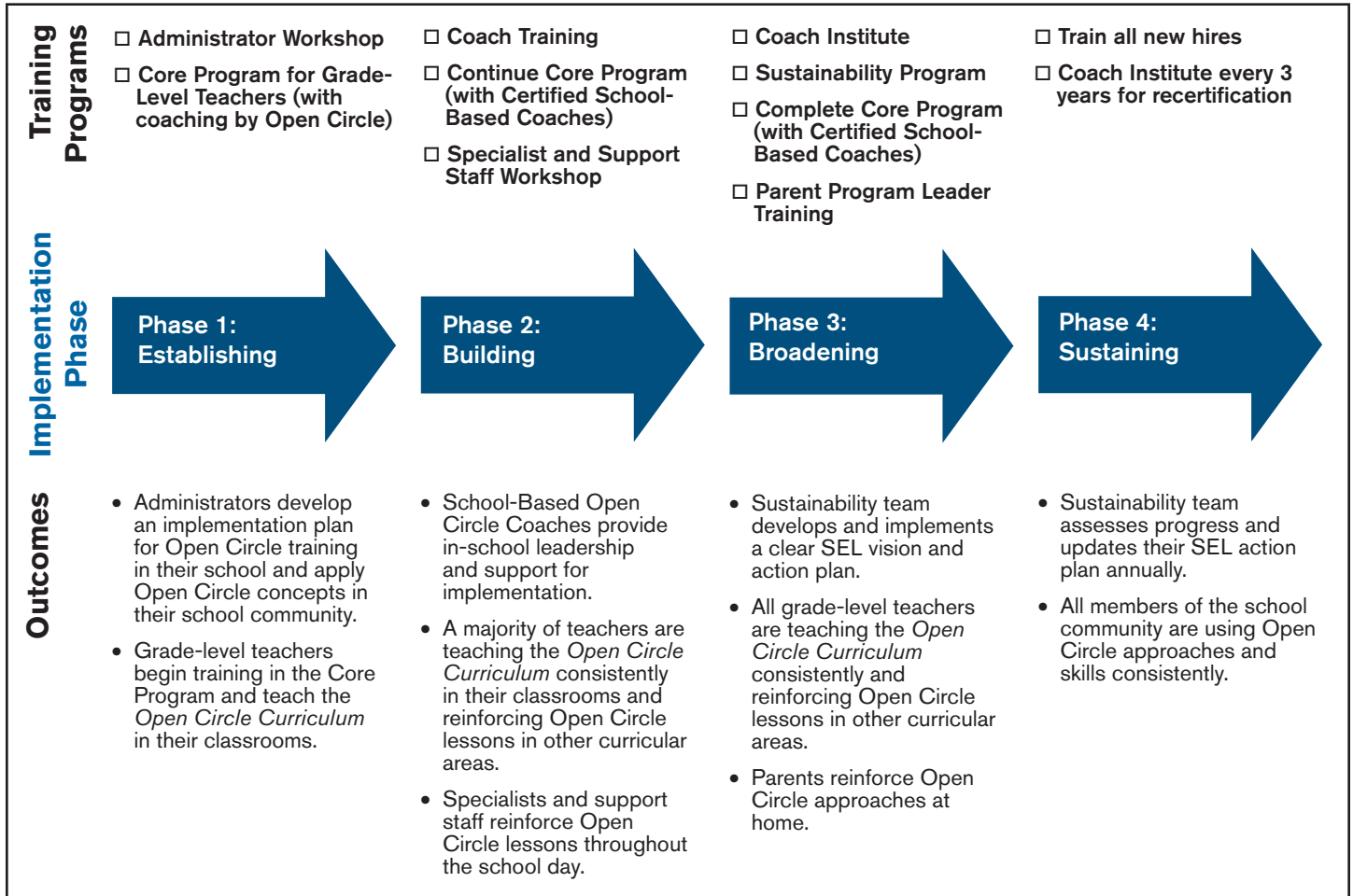
- Provides a common vocabulary, strategies, and approach, and develops shared expectations for all members of the school community
- Supplies a teacher "toolbox" of preventative classroom management skills and ready-to-use resources
- Teaches children processes for quickly settling down to learn and resolve their own problems
- Fosters a caring, respectful climate in the classroom among classmates and throughout the school
- Helps create a cooperative learning environment and a happier and safer school community
- **Saves time and money in the long run by addressing discipline and safety problems**

We offer individual counseling on funding for Open Circle. Our assistance is most useful when we are involved early in your fund-seeking process, especially for grant proposals. For details, contact 781-283-3277 or info@open-circle.org.



Open Circle Implementation Model

Open Circle works best when schools sequence programming as shown below, but each school’s implementation timeline depends on its needs and resources. The discounts listed on page 5 or funding resources on page 3 may help you implement more quickly. We can help you customize an implementation plan and a budget for your school. Contact us at 781-283-3277 or info@open-circle.org.



Additional Programs to Enrich Whole-School Implementation
 In addition to the programs listed above, Open Circle also offers a number of programs that schools can use at nearly any stage of implementation:

<ul style="list-style-type: none"> • Bullying Prevention through SEL • Literature Connections Workshop • Family Overview Presentation 	<ul style="list-style-type: none"> • The Pro-Social Educator • The Relational Educator • Professional Development Workshops
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The Importance of Implementation Fidelity
 The success of initiatives in schools relies on the quality and consistency of implementation. Open Circle works best when it is fully implemented throughout your school, with training for all members of your school community. School climate change is a process, not a single event or a “do-it-yourself” kit. As with any new initiative, it might take a few years of consistent, widespread implementation to realize Open Circle’s full benefits. However, once realized, these results are long-lasting and worth the investment.

Discounts

Open Circle offers discounts to provide savings to schools purchasing many programs in the same training year and to help guide implementation. You can purchase several programs at a discounted price using packages, purchase individual programs at list prices, or use a combined approach. For information about individual programs, see pages 6-11 of the Catalog.

Package Discounts

Phase 1 Package \$4,700 (\$300 discount)

- 1 registration Administrator Workshop
- 5 registrations Core Program with coaching by Open Circle

Phase 2 Package \$7,400 (\$550 discount)

- 2 registrations School-Based Open Circle Coach Training
- 6 registrations Core Program with certified School-Based Coaches
- 1 full-day on-site Specialist & Support Staff Workshop

Phase 3 Package \$8,400 (\$540 discount)

- 1 Sustainability Program
- 6 registrations Core Program with certified School-Based Coaches
- 1 registration Parent Program Leader Training

Open Circle Coach Package \$1,200 (\$150 discount)

- 2 registrations School-Based Open Circle Coach Training

Customized Package

What programs appeal to you?

To create a package customized to meet your school's or district's implementation needs, call us today at 781-283-3277.

Other Discounts

Sustainability Discount

Enroll in the Sustainability Program and receive a 5% discount off all other programs for your school this year.

On-Site Core Program Group Discount

Save up to \$4,625 (\$185 per person)

Host a Core Program session at your school with 18-25 participants for \$11,000 plus:

- \$325 per person with coaching by Open Circle, OR
- \$100 per person with certified School-Based Coaches

Additional travel, lodging, catering, and site fees may apply.

On-Site Specialist & Support Staff Workshop Group Discount

Save up to \$3,550 (\$118 per person)

Host a Specialist and Support Staff Workshop at your school with 12-30 participants for:

- \$1,000 training fee for up to 4 hours plus \$10 per person OR
- \$2,000 training fee for 4-7 hours plus \$10 per person

Additional travel, lodging, catering, and site fees may apply.

Use Package Discounts to:

- Develop broad leadership for Open Circle in your school
- Simplify your school's implementation planning
- Train all members of your school community
- **Save money**

Why Train and Certify a School-Based Coach?

- Save \$225 each year on every Core Program registration (some restrictions may apply)
- Develop broader leadership for Open Circle in your school
- Support implementation of the *Open Circle Curriculum* internally
- Increase collaboration among staff members, building a stronger adult community



Core Program for Grade-Level Teachers

Overview

This year-long program prepares grade-level teachers to implement Open Circle in their classrooms. The Core Program includes two components: four days of experiential, cumulative training by Open Circle staff and in-classroom coaching visits. Through this model, participants discover and practice facilitation teaching methods, learn to teach social and emotional skills using the *Open Circle Curriculum*, and explore ways to integrate Open Circle approaches throughout the school day. In a 2009 survey of participants, 95% said the Core Program enhanced their overall teaching practice. Research has shown that consistent use of the *Open Circle Curriculum* in classrooms increases students' social skills, decreases violence and other problem behaviors, and supports an easier transition to middle school.

Participation in this program includes:

- Four 7-hour training days
- Classroom visits from a coach to enhance implementation
- 1 copy of the *Open Circle Curriculum*
- 1 Professional Development Point for each hour of training completed
- Optional 3 graduate credits from Framingham State University (additional fee and assignments required)

Who Should Attend

This program is designed for grade K-5 classroom teachers who will be facilitating the *Open Circle Curriculum* for the first time. Participants are expected to hold Open Circle Meetings for approximately 15 minutes, twice per week throughout the school year. This program requires a year-long commitment so that participants can practice and reinforce their learning over the course of an entire school year. Schools must train at least three teachers per year, unless all other grade-level teachers have been trained.

Fee:

- **\$950 per person with training and coaching by Open Circle staff OR**
- **\$725 per person with training by Open Circle staff and coaching by a certified School-Based Coach** (see page 7 for details)

On-Site Group Discount:

We can provide this program at your school at a discount. See page 5 for savings details, and call 781-283-3277 for scheduling.

Administrator Workshop

Overview

This workshop provides a deeper understanding of Open Circle and explores how school leaders can best support social and emotional learning in their schools. Participants learn about the concepts, approaches, and vocabulary of the *Open Circle Curriculum* as well as the importance of their role in fostering safe, caring, and respectful learning communities. In addition, participants have opportunities to connect with each other to exchange ideas and hear from a guest panel of administrators who are seasoned Open Circle leaders. Previous participants have been inspired by the new strategies they take away and have appreciated the chance to reflect on their own practice.

Participation in this program includes:

- One 7-hour training day
- 1 copy of the *Open Circle Curriculum* for reference
- 1 copy of the *Administrator Manual*
- 1 Professional Development Point for each hour of training completed

Who Should Attend

This workshop is designed for school leaders, including principals, assistant principals, and district administrators, in schools and systems using Open Circle.

Fee: \$250 per person

Coach Training

Overview

This year-long program develops coaching and leadership for Open Circle and social and emotional learning (SEL) in your school community. Participants are trained to fulfill the coaching component of the Core Program for 1-3 colleagues implementing the *Open Circle Curriculum* for the first time. Recent research on best practices in SEL highlights the importance of in-classroom coaching by colleagues for new SEL practitioners.

Participants are expected to:

- Model an Open Circle Meeting for up to three teachers participating in the Core Program and visit their classrooms twice during the year for peer coaching.
- Arrange biannual meetings and activities to energize and connect colleagues using Open Circle.
- Provide on-going, informal support to all teachers implementing Open Circle in the school.
- Submit a coaching agreement to Open Circle every year they plan to provide coaching to their colleagues.
- Earn Coach recertification every three years at the Coach Institute.

Participation in this program includes:

- Four 7-hour training days
- One copy of the *Coach Manual*
- 1 Professional Development Point for each hour of training completed
- Optional 3 graduate credits from Framingham State University (additional fee and assignments required)
- Coach certification for three years

Who Should Attend

This program is designed for educators who have completed the Core Program, have taught the *Open Circle Curriculum*, and are viewed as leaders by their peers. This program requires a year-long commitment so that participants can practice and reinforce their learning over the course of one school year.

Fee: \$675* per person or \$1,200* for two people

*If the coaching component of the Core Program is provided by a certified School-Based Coach, the **Core Program fee is \$725 (a \$225 discount)**.

Coach Institute

Overview

This program further develops coaching and leadership for Open Circle and social and emotional learning (SEL) in your school community. Participants fulfill the coaching component of the Core Program for 1-3 colleagues implementing the *Open Circle Curriculum* for the first time.

Participants are expected to:

- Model an Open Circle Meeting for up to three teachers participating in the Core Program and visit their classrooms twice during the year for peer coaching.
- Arrange biannual meetings and activities to energize and connect colleagues using Open Circle.
- Provide on-going, informal support to all teachers implementing Open Circle in the school.
- Submit a coaching agreement to Open Circle every year they plan to provide coaching to their colleagues.
- Earn Coach recertification every three years at the Coach Institute.

Coaches receive their first three-year certification through the Coach Training. This Institute certifies Coaches for another three years. Coaches are invited to attend the Institute annually as we present new content each year.

Participation in this program includes:

- One 7-hour training day
- 1 Professional Development Point for each hour of training completed
- Updates to the *Coach Manual*
- Coach certification for three years

Who Should Attend

This program is designed for educators who have completed the Coach Training.

Fee: \$225*



Specialist and Support Staff Workshop

Overview

This workshop introduces participants to key Open Circle concepts, approaches, and vocabulary, and explores how specialists and support staff can reinforce Open Circle concepts and use Open Circle approaches to enhance their own work. This enhanced consistency and reinforcement supports students in practicing and using Open Circle skills throughout the school day. Participants develop basic knowledge of Open Circle, reflect on and appreciate their unique roles as specialists, and create practical applications of Open Circle concepts for their work.

Participation in this program includes:

- One 7-hour training day
- 1 copy of the *Introduction to Open Circle Manual*
- 1 Professional Development Point for each hour of training completed

Who Should Attend

This workshop is designed for special subject teachers, including physical education, music, art, special education, reading, speech, library/media, foreign language, health and school counselors, as well as paraprofessionals, aides and support staff members in schools actively using Open Circle. **Educators who want to facilitate Open Circle Meetings must attend the year-long Core Program.**

Fee: \$195 per person

On-Site Group Discount:

We can provide this program at your school at a discount. See page 5 for savings details, and call 781-283-3277 for scheduling.

Parent Program Leader Training

Overview

This program trains school personnel to facilitate the Open Circle Parent Program, a five-session workshop for parents and caregivers in your school community. The Parent Program familiarizes parents and caregivers with the concepts, approaches, and vocabulary their children are learning in Open Circle. It also helps families reinforce Open Circle concepts at home and integrate them into an approach for effective parenting. Participants in the Parent Program Leader Training gain an understanding of the structure and activities of the Parent Program and how best to facilitate it. They also explore successful approaches for recruiting Parent Program group members.

Participation in this program includes:

- Three 2-hour sessions of training and consultation
- Implementation of your first 5-session Parent Program in your school concurrent with your Parent Program Leader Training
- 1 copy of the *Parent Program Leaders Manual*
- Two DVDs or videotapes for use in facilitating the Parent Program
- 15 copies of the *Parent Program Workbook* for Parent Program participants
- 1 Professional Development Point or Continuing Education Unit for each hour of training completed

Who Should Attend

This program is for school personnel (usually school psychologists, social workers, and guidance counselors) in schools actively using Open Circle. Although the Parent Program is educational in nature, emotional issues can emerge in parenting groups. Therefore, we suggest that applicants have:

- Training in school psychology, counseling, social work, or guidance
- Knowledge about group dynamics and family issues
- Prior experience working with parents and caregivers in groups
- Familiarity with the *Open Circle Curriculum*

Fee: \$ 430 per person

Bullying Prevention Through SEL **NEW!**

Overview

This innovative, year-long, in-school program helps school communities strengthen their existing bullying prevention efforts within a social and emotional learning framework. Building upon best practices in bullying prevention and a school's existing work with Open Circle, this program's whole-school approach provides information to your entire school staff and parent community that highlights research findings on bullying, how to leverage Open Circle concepts and skills to prevent bullying, and best practices for intervention. The program also trains a school-based Bullying Prevention Leadership Team that creates and implements a bullying prevention strategic plan to assess school climate, measure bullying incidents, assess student and teacher responses to bullying, and set measurable goals and priorities based on the data collected.

Participation in this program includes:

- One 2-hour on-site workshop for all staff in the spring
- Baseline assessment of students, staff, and families conducted in the spring
- One 2-hour on-site workshop for parents in the fall
- 1 ½ days of on-site training during the summer and ½ day of on-site training in early winter for the Bullying Prevention Leadership Team
- On-site, telephone, and email consultations with Open Circle trainers
- One copy of the *Open Circle Bullying Prevention Manual* for each Team member
- One Professional Development Point for each hour of training completed

Who Should Attend

The introductory workshop is for all members of a school community actively using Open Circle and should be scheduled on a day when everyone can attend.

The Bullying Prevention Team requires a year-long commitment so that participants can create and implement their action plan over the course of the school year. Each Team typically consists of 5-8 members, including:

- At least one administrator (e.g. principal or assistant principal)
- At least two grade-level teachers who use the *Open Circle Curriculum*, preferably from a range of grades
- Other invested staff and members of the school community, such as counselors, special education teachers, school psychologists, school resource officers, special subject teachers, school nurses, afterschool program staff, paraprofessionals, and parents

Fee: \$5,000 per school plus \$20/Team member materials fee and travel costs (if applicable)

Sustainability Program

Overview

This year-long, in-school program helps school communities achieve and maintain comprehensive use of Open Circle. Team members learn key concepts and practical strategies to help Open Circle and social and emotional learning (SEL) grow and flourish over time. This whole-school approach helps schools enhance classroom and school climate, creating a positive environment for students, staff, and families, and strengthens students' use of SEL skills throughout the school day. The program also helps foster a strong leadership team from your school which shares a commitment to making SEL and Open Circle a vital part of your school culture.

As a Sustainability Team, you will learn to conduct an ongoing, cyclical planning process in which members of the school community develop a vision around their use of SEL; assess the current reality of implementation and its context; set measurable goals; develop and implement an action plan to address the school's specific needs and interests; monitor progress; and evaluate results.

Participation in this program includes:

- 1 ½ days of on-site training during the summer and ½ day of on-site training in early winter
- On-site, telephone, and email consultations with Open Circle trainers
- One copy of the *Open Circle Sustainability Manual* for each team member
- 1 Professional Development Point for each hour of training completed

Who Should Attend

The Sustainability Program requires a year-long commitment so that participants can create and implement their action plan over the course of the school year. Each sustainability team typically consists of 5-8 members, including:

- At least one administrator (e.g. principal or assistant principal)
- At least two grade-level teachers who use the *Open Circle Curriculum*, preferably from a range of grades
- Other invested staff and members of the school community, such as counselors, school psychologists, special subject teachers, media specialists, afterschool program staff, paraprofessionals, and parents

Fee: \$4,000 per school plus \$20/Team member materials fee and travel costs (if applicable)

 These workshops are provided at your school.

Call 781-283-3277 to schedule these programs



The Pro-Social Educator

Overview

This workshop series explores how enhancing educators' social and emotional competency (SEC) can help increase their engagement in teaching, strengthen their relationships with students, and improve their stress management, all of which lead to improved student outcomes. Through interactive exercises, participants examine the connection between self-management and effective teaching, learn to identify early signs of burnout, reconnect to their identity as a teacher, and develop a self-care plan for managing stress. They review the latest research related to adult SEC and how it can support effective classroom management and adult emotional regulation. They also examine their relationships with their most challenging students and strategize ways to develop better relationships with these students and their families.

Participation in this program includes:

- On-site workshop series
- Baseline and outcome assessments
- Integrated prompts for reflection between workshops
- Three consultations with principal
- 1 Professional Development Point for each hour of training completed

Who Should Attend

This program is designed for all members of your school community.

Fee: \$3,000 plus travel costs (if applicable)

The Relational Educator

Overview

This workshop series explores the link between adult relationships and overall school climate. Research has indicated that one critical component to student success is the ability of the adults in the school community to create a collegial climate with each other. At these sessions, participants focus on three key ingredients to a healthy school climate among adults: trust, communication, and collaboration. Through interactive exercises, reflection activities, surveys, and a review of research, participants assess the current functioning of the adult community at their school, connect their current practice as an educator with desired outcomes, and create action plans to support ongoing work. Participants explore their relationships with colleagues and have the opportunity to work within existing teams, such as by grade level, to reach their goals.

Participation in this program includes:


- On-site workshop series
- Baseline and outcome assessments
- Integrated prompts for reflection between workshops
- Three consultations with principal
- 1 Professional Development Point for each hour of training completed

Who Should Attend

This program is designed for all members of your school community.

Fee: \$3,000 plus travel costs (if applicable)

Want to customize these programs to your school's professional development needs?
See Professional Development Workshops on page 10 for details.

 These programs are provided at your school.

Call 781-283-3277 to schedule these programs

Literature Connections Workshop

Overview

This workshop explores ways to reinforce social and emotional concepts using children's literature. The workshop includes a hands-on review of children's books with social and emotional themes, and small group activities resulting in take-away lesson plans related to Open Circle skills and concepts. Each participant will receive a booklet of new Open Circle-recommended books as well as resources to assist in the selection of additional high-quality literature related to social and emotional themes. This on-site workshop is ideal for professional development days.

Participation in this program includes:

- 4-hour workshop
- 1 copy of the Open Circle Literature Workshop booklet for each participant
- 1 Professional Development Point for each hour of training completed

Who Should Attend

This program is designed for all members of your school community. Participants often include classroom teachers, school librarians, and literacy specialists, but all are welcome! This workshop can also be customized for parent groups or PTO meetings.

Fee: \$1,000 plus \$25/person materials fee and travel costs (if applicable)

Family Overview Presentation

Overview

This 90-minute presentation provides a basic introduction to the Open Circle approach, practices, and vocabulary. It can be tailored to include specific examples of how Open Circle is implemented in your school. Participants receive an information packet with resource for reinforcing Open Circle at home. This presentation is ideal for PTO meetings.

Who Should Attend

This program is designed for parents, guardians, and caregivers of children at schools actively using Open Circle.

Fee: \$500 plus travel costs (if applicable)

Professional Development Workshops

Overview

What additional information and training can we bring to your school community? Let us customize a workshop to your school's needs. This program is ideal for professional development days.

Topics could include:


- Exploring successes and challenges to using Open Circle
- Setting new Open Circle goals for your school
- Improving social climate during lunch and recess
- Deepening facilitation skills of Open Circle teachers
- Further exploring the problem-solving component of the *Open Circle Curriculum*
- Customized Pro-Social Educator Workshop: Exploring the connection between adult social and emotional competency and creating a safe, caring, and highly engaging school community
- Customized Pro-Social Educator Workshop: Reconnecting to the educator role, improving teacher engagement, and preventing burnout
- Customized Pro-Social Educator Workshop: Rekindling empathy for challenging students and families
- Customized Relational Educator Workshop: Linking adult relational trust and academic and climate outcomes
- Customized Relational Educator Workshop: Deepening collaboration skills to support professional learning communities
- Customized Relational Educator Workshop: Linking effective adult communication to a pro-social school climate

Who Should Attend

The audience for this program will be determined through consultation between Open Circle and your school.

Fee:

- **Up to 4 hours: \$1,000 plus \$10/person and travel costs (if applicable)**
- **4-7 hours: \$2,000 plus \$10/person and travel costs (if applicable)**

 These programs are provided at your school.


Call 781-283-3277 to schedule these programs

Programs at Our Training Sites

The following programs are offered at regional training sites in Massachusetts. Prices are per person.

Core Program w/ coaching by Open Circle	\$950
Core Program w/ certified School-Based Coach	\$725
Administrator Workshop	\$250
Coach Training	\$675
Coach Institute	\$225
Specialist & Support Staff Workshop	\$195
Parent Program Leader Training	\$430
Framingham State Graduate Credit Option	\$430

On-site Programs

 The following programs can be provided at your school. Additional travel, lodging, catering, and site fees may apply.

Core Program	\$11,000 training fee plus w/ Coaching by Open Circle	\$325/person
w/ Coaching by School-Based Coach		\$100/person

Specialist & Support Staff Workshop	
Up to 4 hours	\$1,000 plus \$10/person
4-7 hours	\$2,000 plus \$10/person

NEW! Bullying Prevention Through SEL \$5,000 plus \$20/person

Sustainability Program \$4,000 plus \$20/person

The Pro-Social Educator \$3,000

The Relational Educator \$3,000

Literature Workshop \$1,000 plus \$25/person

Professional Development Workshops	
Up to 4 hours	\$1,000 plus \$10/person
4-7 hours	\$2,000 plus \$10/person

Family Overview \$500

Discounts

Packaging programs provides savings to your school. See page 5 of Open Circle's Catalog of Programs for details.

Phase 1 Package	\$4,700	\$300 discount
Phase 2 Package	\$7,400	\$550 discount
Phase 3 Package	\$8,400	\$540 discount
Open Circle Coach Package	\$1,200	\$150 discount
Customized Package	call for details	
Sustainability Discount	receive 5% off all additional registrations	

Group Discounts see On-Site Programs for Core Program and Specialist & Support Staff Workshop

Publications

Open Circle publications are available for purchase to people who have completed the corresponding Open Circle program. Prices include shipping and handling. To order, use the form at www.open-circle.org/publications.

<i>Open Circle Curriculum</i>	\$75 each
<i>Sustainability Leader's Guide</i>	\$35 each
<i>Parent Program Workbook</i>	\$5 each

All fees are subject to change annually.

Questions? Contact us!
Call 781-283-3277 or email info@open-circle.org