



getting to the heart of learning

*a program of the Wellesley Centers for Women*

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# Catalog of Programs

## 2009-2010

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## Programs Overview

**Open Circle** offers a nationally-recognized social, emotional and academic learning (SEAL) program that has been used by more than 400 elementary schools in urban and suburban communities across New England, New Jersey and New York. 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 *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.

Open Circle offers training programs from July through June. More extensive programs require year-long participation so that participants can practice and reinforce their learning throughout the school year.

Some of the training programs also include in-school consultations, which support and guide participants as they begin implementing 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.

To best address the unique needs of various school staff members, programs are tailored to specific roles. These programs include:

- **Core Program for Grade-Level Teachers:** Year-long program training grade-level teachers to implement the *Open Circle Curriculum* in their classrooms.
- **Administrator Workshop:** 1-day workshop providing a deeper understanding of Open Circle and exploring how school leaders can best support social and emotional learning in their schools.
- **Consulting Teacher Training:** Year-long program training educators to provide consulting services to their peers who are implementing Open Circle in their classroom for the first time.
- **Specialist Workshop:** 1-day training introducing key Open Circle concepts, approaches and vocabulary, and exploring how specialists can use Open Circle to enhance their own work and to coordinate efforts with grade-level teachers.
- **Parent Program Leader Training:** 3-afternoon “train-the-trainer” program preparing school personnel to lead Open Circle's Parent Program in their school community.
- **Sustainability Program:** Year-long, in-school program for multi-departmental school teams to develop and launch a customized plan to broaden, deepen and sustain Open Circle in your school.

Schools looking to make their Open Circle implementation more comprehensive can also receive customized, on-site programs, including:

- **Literature Connections Workshop**
- **Overview of Open Circle (for staff, parents or families)**
- **Specialist and Support Staff Workshop (for staff)**
- **Customized Open Circle Workshop**

*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 SEAL programs that don’t work as well because kids are not taught the skills.”*

*“All of the training facilitators were wonderful, warm and excellent role models.”*

For registration materials, visit our website at [www.open-circle.org](http://www.open-circle.org).

## Implementation Planning

Implementation of Open Circle may progress in different ways and on different timelines, depending on the needs and resources of the school.

To help you create a customized implementation plan and budget, your school receives ongoing support from an Open Circle consultant. You may also contact us at any time at [info@open-circle.org](mailto:info@open-circle.org) or 781-283-2847.

### *Initial Training*

The first step is to train grade-level teachers in the Core Program. Some schools train many teachers in the first year (sometimes using grant funding to support the initiative). Others train an initial leadership team of 5 or more teachers from a span of grades and then train additional teachers each year as budget permits. In the first year, principals and other key school leaders attend our Administrator Workshop to gain a deeper understanding of Open Circle and explore how school leaders can best support social and emotional learning in their schools.

### *Broadening Involvement*

After initial training, schools often expand their initiative to include other members of the school community. Staff attend a Specialist Workshop or On-site Specialist and Support Staff Workshop to learn how to use Open Circle strategies to benefit their own work and to support the school's broader Open Circle initiative. Principals identify teachers who have completed the Core Program and who have leadership potential to serve as the school's Consulting Teachers. Families can get involved when the school hosts an Overview of Open Circle presentation for them, extending social, emotional and academic learning into the students' time away from school. Finally, a counselor or other staff member from the school participates in the Parent Program Leader Training to offer a more extensive 5-session Open Circle Parent Program to parents and caregivers in their school community.

### *Deepening & Tailoring*

Once many members of the school community are involved with Open Circle, schools often tailor their implementation to the specific needs of their community. Schools develop a broad-based Open Circle leadership team through the Sustainability Program to address the interests of their particular school community. Schools also host Customized Open Circle Workshops to keep staff energized, explore topics of special interest and support special projects.

## Recognition

The Open Circle Program 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.

## PDPs and CEUs

Open Circle provides Professional Development Points (PDPs) or Continuing Education Units (CEUs) to trained participants. The number of PDPs or CEUs provided varies by program.

## Graduate Credit

Through Framingham State College in Framingham, Massachusetts, Open Circle offers graduate credits for teachers participating in the Core Program for Grade-Level Teachers and the Consulting Teacher Training. Additional fees and assignments are required.

### **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**

To learn more about Open Circle programs, please contact us at [info@open-circle.org](mailto:info@open-circle.org) or 781-283-2847.



## Program Packages

Open Circle now offers program packages to provide savings and meet your school at its current stage of Open Circle implementation. This provides your school with more options: now you can purchase several programs at a discounted price using the package system, purchase individual programs at list prices, or use a combined approach.

**Year 1 Package** ..... \$4,465  
*For schools brand new to Open Circle* ..... \$400 savings  
 • 5 registrations Core Program with Open Circle Staff Consultant  
 • 1 registration Administrator Workshop

**Year 2 Package** ..... \$6,185  
*For schools in their second year of implementation* ..... \$400 savings  
 • 6 registrations Core Program with Consulting Teachers  
 • 2 registrations Consulting Teacher Training  
 • 1 registration Parent Program Leader Training  
 • 5 registrations Specialist Workshop

**Year 3 Package** ..... \$8,200  
*For schools in their third year of implementation* ..... \$500 savings  
 • 6 registrations Core Program with Consulting Teachers  
 • 1 full-day on-site Specialist & Support Staff Workshop (up to 15 people)  
 • 2 Consulting Teachers in Experienced Consulting Teacher Program  
 • 1 Sustainability Program (up to 8 people)

**School Leaders Package** ..... \$2,625  
*For schools needing to train a Consulting Teacher* ..... \$150 savings  
 • 3 registrations Core Program with Consulting Teachers  
 • 1 registration Consulting Teacher Training

**School Community Package** ..... \$4,400  
*For schools needing to train members of the school community* ..... \$200 savings  
 • 3 registrations Core Program with Consulting Teachers  
 • 2 Consulting Teachers in Experienced Consulting Teacher Program  
 • 1 full-day on-site Specialist & Support Staff Workshop (up to 15 people)  
 • 1 half-day on-site Literature Connections Workshop (up to 15 people)

**Sustainability Package** ..... \$5,725  
*For schools needing to build a Sustainability Team* ..... \$300 savings  
 • 3 registrations Core Program with Consulting Teachers  
 • 2 Consulting Teachers in Experienced Consulting Teacher Program  
 • 5 registrations Specialist Workshop  
 • 1 Sustainability Program (up to 8 people)

**Why Use Packages?**

- Simplify your school's Open Circle implementation planning
- Develop broader leadership for Open Circle in your school
- Involve all members of your school community
- **Receive savings**

To sign up for a package, complete the Program Package Cover Sheet and submit it with all corresponding registration forms.

For more information and registration forms for these programs, visit [www.open-circle.org](http://www.open-circle.org)

Packages may be adapted for your school's unique needs. To discuss package modifications, to learn more about these programs, please contact us at 781-283-2847 or [info@open-circle.org](mailto:info@open-circle.org).

## Funding Open Circle in Your School

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

### Foundation Grants:

- The Allstate Foundation (<http://www.allstate.com/foundation/funding-guidelines.aspx>) funds programs addressing tolerance, inclusion, and diversity
- The Braitmayer Foundation (<http://www.braitmayerfoundation.org/>) is interested in supporting K-12 curricular and school reform initiatives, as well as professional development opportunities for teachers
- The Charles Lafitte Foundation (<http://www.charleslafitte.org/thefoundation.html>) believes in each individual's ability to make a difference and contribute to society and supports programs which encourage children to reach their highest potential
- The McKenzie Foundation (<http://www.mckenziefoundation.us/guidelines.php>) supports opportunities and experiences that enrich learning for all ages
- Sprint Character Education Grant Program (<http://www.sprint.com/responsibility/education/character/index.html>). Sprint will award 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. With a national reach, the program is open to all US public schools (K-12) and US public school districts. (look here for grant-writing tips from Sprint: [http://www.sprint.com/responsibility/education/docs/Final\\_SCEP\\_GrantTips.doc](http://www.sprint.com/responsibility/education/docs/Final_SCEP_GrantTips.doc))

### Government Funding:

U.S. Department of Education (<http://www.ed.gov/fund/landing.jhtml>) offers funds for states and school districts to improve K-12 education. In particular, please note these opportunities:

- Federal Safe and Drug-Free Schools (<http://www.ed.gov/about/offices/list/osdfs/index.html>)
- Federal Safe Schools/Healthy Students (<http://www.sshs.samhsa.gov/>)
- Partnership for Character Education (<http://www.ed.gov/programs/charactered/index.html>)
- Title II Improving Teacher Quality (<http://www.ed.gov/programs/teacherqual/index.html>)
- Massachusetts Department of Education (<http://finance1.doe.mass.edu/grants/>)

### School or District Special Project Funds:

- District professional development or health education funding
- PTO/PTA funding
- Funding for character or social-emotional learning education
- Multi-year school budgeting

### Local Resources:

- Education foundations
- Fraternal/community service organizations, such as the Jaycees, Lion's Club, or Newcomer's Club.
- Local business partners

In addition to these sources, Boston Public Schools and other schools in low-income areas may qualify for scholarships, which are made possible by grants and gifts awarded to Open Circle.

### Participating schools say:

*"My teaching practices as a whole are more solid as a result of this training."*

*"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."*

*"The workshop confirmed the importance of teaching social skills and helping children develop emotional coping skills to support their cognitive development."*

*"Of course we all want schools that teach good academic skills. But why do we as parents tolerate our children not being taught social skills in the classroom? The research shows that emotional intelligence is just as, if not even more, important to adult success as academic achievement."*

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

We offer individual Open Circle funding counseling to all schools. Our aid is most useful if we are involved early in your fund-seeking process, especially for grant proposals. For details, contact 781-283-2847 or [info@open-circle.org](mailto:info@open-circle.org).



## Core Program for Grade-Level Teachers

### Overview

This year-long program trains grade-level teachers to implement Open Circle in their classrooms. Participants learn to facilitate Open Circle meetings, to teach social and emotional skills using the *Open Circle Curriculum* and to integrate Open Circle approaches throughout the school day. They also have opportunities to share experiences with other teachers who are implementing Open Circle in their classrooms. Research has shown that Open Circle increases elementary-grade 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 consultant to support effective implementation
- 1 copy of the *Open Circle Curriculum* for your grade level
- Subscription to quarterly Open Circle E-Newsletter
- 28 Professional Development Points
- Continental breakfast and lunch at training events
- Optional 3 graduate credits from Framingham State College (additional fee and assignments required)

The Core Program requires a year-long training commitment so that participants can practice and reinforce their learning from the beginning through the end of the school year.

### Who Should Attend

This program is designed for grade K-5 classroom teachers who will be implementing Open Circle for the first time. Participants are expected to hold Open Circle meetings for approximately 15 minutes, twice per week throughout the school year. We require that schools train at least three teachers per year, unless all other grade-level teachers have been trained.

**Fee: \$925 per person with classroom visits by an Open Circle Staff Consultant**  
**\$700 per person with classroom visits by a Consulting Teacher (see page 6 for information on the Consulting Teacher Training)**

## Administrator Workshop

### Overview

This workshop provides a deeper understanding of Open Circle and explores how school leaders can best support social, emotional and academic 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 benefit from opportunities to connect with each other to exchange ideas and to 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:

- 7 hours (one full day) of training
- 1 copy of the *Open Circle Curriculum*
- Subscription to quarterly Open Circle E-Newsletter
- Extensive handout packet including background articles and research, evaluation tools, and possible funding sources
- 7 Professional Development Points
- Continental breakfast and lunch

### 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: \$240 per person**

For more information and registration forms for these programs, visit [www.open-circle.org](http://www.open-circle.org)

To learn more about the programs listed on this page, please contact us at [info@open-circle.org](mailto:info@open-circle.org) or 781-283-2847.



## Consulting Teacher Training

### Overview

This program develops leadership for Open Circle and social, emotional and academic learning (SEAL) in your school community. Participants support teachers implementing Open Circle for the first time by visiting them in their classroom as their consultant. Through this program, participants learn the process of Open Circle consulting while developing and enhancing consulting skills and gaining an understanding of the theoretical underpinnings of the Open Circle consulting model. They also help integrate and sustain Open Circle in their school community, becoming a leader and advocate of Open Circle and SEAL in the school.

Participation in this program includes:

- Three 7-hour training days
- Support from Open Circle staff (e.g. telephone, email, meetings)
- One copy of the *Open Circle Consulting Teacher Manual*
- Subscription to quarterly Open Circle E-Newsletter
- 21 Professional Development Points
- Continental breakfast and lunch at training events
- Optional 3 graduate credits from Framingham State College (additional fee and assignments required)

The Consulting Teacher Training requires a year-long training commitment so that participants can practice and reinforce their learning from the beginning through the end of the school year.

### Who Should Attend

The program is designed for teachers and educators who have completed the four-day Core Program, have implemented the *Open Circle Curriculum* in a classroom, and are viewed as a leader by their peers.

**Fee: \$525\* per person**

**\*Teachers enrolled in the Core Program who are supported by a Consulting Teacher are eligible for a discounted training fee of \$700. This savings continues annually as long as a Consulting Teacher supports teachers enrolled in the Core Program.**

## Experienced Consulting Teacher Program

### Overview

This program further develops leadership for Open Circle and social, emotional and academic learning (SEAL) in your school community. Participants support teachers as they implement Open Circle for the first time. They also provide support to help integrate and sustain SEAL and Open Circle into their broader school community. Through this program, participants continue to develop and enhance their consulting skills, deepen their understanding of the consulting teacher role and the theoretical underpinnings of the Open Circle consulting model, and receive support from fellow Consulting Teachers in the role as a leader and advocate of Open Circle and SEAL in the school community.

Participation in this program includes:

- Three 2-hour afterschool meetings at Wellesley College Club and/or telephone and email support from Open Circle Staff
- Implementation of consulting to peer teachers
- 6 Professional Development Points

### Who Should Attend

The program is designed for educators who have completed the Open Circle Core Program, implemented the *Open Circle Curriculum* in a classroom, and completed the Consulting Teacher Training.

**Fee: FREE!**

For more information and registration forms for these programs, visit [www.open-circle.org](http://www.open-circle.org)

To learn more about the programs listed on this page, please contact us at [info@open-circle.org](mailto:info@open-circle.org) or 781-283-2847.



## Specialist Workshop

### Overview

This workshop introduces participants to key concepts, approaches and vocabulary that students are learning in Open Circle and explores how specialists can use Open Circle strategies to enhance their own work and to coordinate efforts with grade-level teachers. This enhanced consistency and coordination can support students in practicing and using Open Circle skills throughout the school day. Participants develop basic knowledge of the Open Circle program, 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:

- 7 hours (one full day) of training
- 1 copy of the *Introduction to Open Circle Manual*
- Subscription to quarterly Open Circle E-Newsletter
- 7 Professional Development Points
- Continental breakfast and lunch

### 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 in schools actively using Open Circle. Teachers who want to facilitate Open Circle meetings must attend the year-long Core Program.

**Fee: \$185 per person**

## Parent Program Leader Training

### Overview

This "train-the-trainer" program prepares school personnel to lead 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 afterschool 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*
- Subscription to Open Circle's quarterly E-Newsletter
- Two DVDs or videotapes for use in facilitating the Parent Program
- 15 copies of the *Parent Program Workbook* for Parent Program participants
- 6 Professional Development Points or 6 Continuing Education Units

### Who Should Attend

This program is for school personnel (often school psychologists, counseling, 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: \$ 410 per person**

For more information and registration forms for these programs, visit [www.open-circle.org](http://www.open-circle.org)

To learn more about the programs listed on this page, please contact us at [info@open-circle.org](mailto:info@open-circle.org) or 781-283-2847.



## 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, emotional and academic learning (SEAL) grow and flourish over time. The program helps schools enhance classroom and school climate, creating a positive environment for students and staff alike, and helps students develop and consistently use social skills. The program also helps foster a strong leadership team from your school which shares a commitment to making SEAL 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 SEAL; assess the current reality of implementation and its context; set measurable goals; develop and implement an action plan using the school's specific needs and interests; monitor progress; and evaluate results.

Participation in this program includes:

- Initial 7-hour day of on-site training
- On-site, telephone and email consultations with Open Circle trainers
- Eight copies of the *Open Circle Sustainability Manual*
- Subscription to Open Circle's quarterly e-newsletter
- Access to a website with special materials related to your training
- 17 Professional Development Points

We offer in-school sessions of this program from July through June. The Sustainability Program requires a year-long commitment so that participants can practice and reinforce their learning throughout the school year.

### Who Should Attend

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, after school program staff, paraprofessionals, and parents

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

## On-site Literature Connections Workshop

### Overview

This workshop explores how children's literature can be used to enrich and extend Open Circle. This on-site program could be scheduled at your school or an alternate location you provide.

Participation in this program includes:

- 1-4 hour workshop
- 1 extensive bibliography of children's literature with ideas for book-related activities that support Open Circle concepts for each participant
- Subscription to quarterly Open Circle E-Newsletter
- 1-4 Professional Development Points

### Who Should Attend

This program is designed for members of the school community who are interested in finding books that connect to Open Circle themes. Participants often include teachers, librarians, parents, reading instructors or aides.

**Fee: \$1,000/trainer plus travel costs (if applicable) and \$10/person materials fee**

For more information and registration forms for these programs, visit [www.open-circle.org](http://www.open-circle.org)

To learn more about the programs listed on this page, please contact us at [info@open-circle.org](mailto:info@open-circle.org) or 781-283-2847.



## On-site Overview of Open Circle

### Overview

This presentation provides a basic introduction to the Open Circle approach, practices and vocabulary. It can be tailored to address a variety of members of your school community. This on-site program could be scheduled at your school or an alternate location you provide.

Participation in this program includes:

- 90-minute presentation
- 20 copies of *Open Circle Overview* packet
- Subscription to Open Circle's quarterly E-Newsletter

### Who Should Attend

This program is designed for all members of the school community, including staff members, families, parents, guardians or caregivers.

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

## On-site Specialist and Support Staff Workshop

### Overview

This workshop introduces the key concepts, approaches and vocabulary that students are learning in Open Circle. It also explores specific ways specialists and support staff can use Open Circle in their own work and in coordination with grade-level teachers. This on-site program could be scheduled at your school or an alternate location you provide.

Participation in this program includes:

- 4-7 hour workshop
- 1 copy of the *Introduction to Open Circle Manual*
- Subscription to Open Circle's quarterly E-Newsletter
- 4-7 Professional Development Points

### Who Should Attend

This program is designed for specialists and support staff (often paraprofessionals, recess monitors, cafeteria staff, aides) in schools actively using Open Circle.

### Fees:

**For half-day workshop (up to 4 hours): \$1,000/trainer plus travel costs and \$10/person materials fee**  
**For full-day workshop (up to 7 hours): \$1,500/trainer plus travel costs and \$10/person materials fee**

## On-site Customized Open Circle Workshop

### Overview

This workshop is entirely customized to your school's needs. This on-site program could be scheduled at your school or an alternate location you provide.

Topics could include:

- Exploring successes and challenges in using Open Circle
- Fostering community among adults in your school
- Setting new Open Circle goals for your school
- Integrating Open Circle with school initiatives
- Connecting Open Circle with academics
- Planning, implementing and assessing solutions for improved social interactions during lunch and recess
- Deepening facilitation skills of its Open Circle teachers
- Further exploring the problem-solving component of the *Open Circle Curriculum*
- Energizing the school community around Open Circle

Participation in this program includes:

- 4-7 hour workshop
- Individual consultation with Open Circle to determine the school community's workshop topic, content and audience
- Workshop materials
- Subscription to Open Circle's quarterly E-Newsletter
- 4-7 Professional Development Points

### Who Should Attend

This program can be designed for nearly any member of your school community; the audience is determined through consultation between Open Circle and your school.

### Fees:

**For half-day workshop (up to 4 hours): \$1,000/trainer plus travel costs and \$10/person materials fee**  
**For full-day workshop (up to 7 hours): \$1,500/trainer plus travel costs and \$10/person materials fee**

For more information on these programs, visit [www.open-circle.org](http://www.open-circle.org)

To learn more about the programs listed on this page, or to arrange to have an on-site workshop, please contact us at [info@open-circle.org](mailto:info@open-circle.org) or 781-283-2847.



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Publications

# 2009-2010 Order Form

## 1. Provide contact information

Name of person requesting materials

School Name

School Street Address

School Town, State, Zip

( )

School Phone Number

Email Address

X

Signature (required)

## 2. Indicate type and quantity of each publication

Prices include shipping & handling

### Core Program for Grade-Level Teachers\*\*

Open Circle Curriculum: Kindergarten \$75 x # \_\_\_\_\_ = \_\_\_\_\_

Open Circle Curriculum: Grade 1 \$75 x # \_\_\_\_\_ = \_\_\_\_\_

Open Circle Curriculum: Grade 2 \$75 x # \_\_\_\_\_ = \_\_\_\_\_

Open Circle Curriculum: Grade 3 \$75 x # \_\_\_\_\_ = \_\_\_\_\_

Open Circle Curriculum: Grade 4 \$75 x # \_\_\_\_\_ = \_\_\_\_\_

Open Circle Curriculum: Grade 5 \$75 x # \_\_\_\_\_ = \_\_\_\_\_

### Sustainability Program\*\*

Sustainability Leader's Guide \$35 x # \_\_\_\_\_ = \_\_\_\_\_

### Parent Program Leader Training\*\*

Parent Program Workbooks \$5 x # \_\_\_\_\_ = \_\_\_\_\_

Total: \$ \_\_\_\_\_

## 3. Indicate who will be using each publication\*\*

Full Name / Current Grade / Year trained

Full Name / Current Grade / Year trained

Full Name / Current Grade / Year trained

Full Name / Current Grade / Year trained

Full Name / Current Grade / Year trained

Full Name / Current Grade / Year trained

Full Name / Current Grade / Year trained

Full Name / Current Grade / Year trained

Full Name / Current Grade / Year trained

Full Name / Current Grade / Year trained

Full Name / Current Grade / Year trained

Full Name / Current Grade / Year trained

**\*\*Publications may only be purchased for people who have completed the corresponding Open Circle training.**

### Copyright

All Open Circle training materials are copyrighted and may not be copied. Please purchase one copy for each person.

## 4. Indicate method of payment

Check (payable to Open Circle) # \_\_\_\_\_

Purchase Order # \_\_\_\_\_

Credit Card (enter credit card info at right →)

### Credit Card Information

Type:  Mastercard  Visa  American Express

Card Number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Name on card: \_\_\_\_\_

Billing address: \_\_\_\_\_

Billing city, state, zip: \_\_\_\_\_

Billing phone: \_\_\_\_\_

### Questions?

call 781-283-2847

email [info@open-circle.org](mailto:info@open-circle.org)

web [www.open-circle.org](http://www.open-circle.org)

### Send all forms and payment by fax at 781-283-3717 or mail:

Open Circle

Wellesley Centers for Women-STC, Wellesley College, 106 Central Street  
Wellesley, MA 02481-8203



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Fees

### Regional Programs

The following programs are offered at regional training sites in Massachusetts and New Jersey. Prices are per person unless otherwise noted.

Core Program w/ Open Circle Staff Consultant* . . .	\$925
Core Program w/ Consulting Teacher* . . . . .	\$700
Administrator Workshop . . . . .	\$240
Consulting Teacher Training . . . . .	\$525
Experienced Consulting Teacher Program . . . . .	FREE
Specialist Workshop* . . . . .	\$185
Parent Program Leader Training . . . . .	\$410
Sustainability Program . . . . .	\$3,000 per team (up to 8 people)
Framingham State Graduate Credit Option . . . . .	\$410

### On-site Programs

Total fees for on-site programs held at your school include the fee listed below plus costs related to catering, materials, and trainer travel/lodging.

Overview Presentation (up to 90 minutes) . . . . .	\$500
Half-Day Workshop (up to 4 hours) . . . . .	\$1,000 per trainer
Full-Day Workshop (up to 7 hours) . . . . .	\$1,500 per trainer

### \*On-site Training Option

If you have teachers or specialists in your school or district who are not able to come to our regional training sites, we may be able to arrange on-site training for your group. Additional fees may apply. Please contact us at [info@open-circle.org](mailto:info@open-circle.org) or 781-283-2847 for details and fees.

### Program Packages

Program packages provide savings to your school. See page 3 of Open Circle's Catalog of Programs for details.

Year 1 package . . . . .	\$4,465 \$400 savings
Year 2 package . . . . .	\$6,185 \$400 savings
Year 3 package . . . . .	\$8,200 \$500 savings
School Leaders Package . . . . .	\$2,625 \$150 savings
School Community Package . . . . .	\$4,400 \$200 savings
Sustainability Package . . . . .	\$5,725 \$300 savings

### 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 Publications Order Form on page 10 of Open Circle's Catalog of Programs.

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

**Questions?** Contact us!  
Call 781-283-2847 or email [info@open-circle.org](mailto:info@open-circle.org)

All fees are subject to change annually.