

# Checklist for Running Circle

Developed by Lauren Fardig-Diop based on a variety of sources

	<b>Best</b>	<b>Good</b>	<b>Could be Better</b>
<b>Preparation</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Chairs arranged in circle,</li> <li><input type="checkbox"/> Talking piece utilized,</li> <li><input type="checkbox"/> Centerpiece present and connected to topic of the day.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Chairs arranged in circle, every student present in circle (even if they don't participate),</li> <li><input type="checkbox"/> Talking piece utilized most of the time.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Chairs not in circle</li> <li><input type="checkbox"/> Students out of the circle.</li> <li><input type="checkbox"/> Talking piece not present or not utilized.</li> <li><input type="checkbox"/> Clearly, more preparation is needed.</li> </ul>
<b>Content</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Thoughtful opening ceremony,</li> <li><input type="checkbox"/> Community standards (rules of conduct) are made clear.</li> <li><input type="checkbox"/> Clear outline of discussion posted so students can see,</li> <li><input type="checkbox"/> Closing ceremony that pulls the circle together.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of opening ceremony OR closing ceremony,</li> <li><input type="checkbox"/> Circle-keeper speaks about focus/topic of the day's circle.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> While there may be focus for the discussion, the purpose of the circle is unclear,</li> <li><input type="checkbox"/> Circle is not clearly opened or closed.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Circle-keeper utilizes silent body language to redirect behavior and encourages listening from all circle participants.</li> <li><input type="checkbox"/> Few disruptions to the circle's procedure and flow.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Circle-keeper attempts to use silent redirection in circle but needs to interrupt to refocus the whole class of scholars more than 5 times.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The flow of the circle is often interrupted by the circle-keeper in order to manage behavior.</li> <li><input type="checkbox"/> Circle- keeper does not wait for talking piece to speak.</li> <li><input type="checkbox"/> Students don't get to speak.</li> </ul>

As you build your practice, add bullets to help you practice your art of circle-keeping!