***Peer Counseling 2***

***Peer Counseling Grade (s)***

***AT THEN END OF THE GRADING PERIOD I WILL LOOK AT THE FOLDER AND SEE HOW MANY PEER COUNSELING SESSIONS YOU DID. I WILL LOOK TO SEE IF THE CHART WAS FILLED OUT, THE PEER COUNSELING REPORT SUBMITTED TO ME. ALSO, IF YOU CONDUCTED A FOLLOW UP. IT WILL BE WORTH 4 GRADES OF THE ACTUAL PRACTICE/PARTICIPATION ACTIVITIES.***

1. *Look in the blue folder labeled peer counseling appointments. It will always be in my mailbox. Always return it to my mailbox.*
2. *If there is a peer counseling pending. Take the clipped packet which includes the students schedule, and a peer counseling report form. This may be done on your own. Active listening skills are very important.*
3. *Make sure the Peer Counseling report form is filled out and includes your name and the name.*
4. *Write in the chart the Peer Counseling you conducted.*
5. *Do not write in the follow up day until you actually follow up on the student (if you feel it is necessary).*
6. *For follow up, just write in the day you followed up. Following up can simply mean you saw them in the hallway and (confidentially) asked them if things were going alright. You may also have to go to the student’s class, ask for him/her and outside the classroom just ask them if things are ok.*
7. *Only one follow up is needed unless you believe that you should follow up more than once.*