**Peer Counseling 2**

**Peer Mediation Grade (s)**

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

1. **Look in the blue folder labeled peer mediation appointments. It will always be in my mailbox. Always return it to my mailbox.**
2. **If there is a peer mediation pending. Take the clipped packet which includes the students schedule, and a peer mediation form. Select a partner (Can be from Peer Counseling 1 or 2 do NOT use the same partner all of the time) and conduct the Peer Mediation.**
3. **Make sure the Peer Mediation form is filled out and includes your name and the name of the other peer mediator.**
4. **Write in the chart the Peer Mediation you conducted.**
5. **Do not write in the follow up day until you actually follow up on the students being mediated.**
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.**