

## **Peer Mediation Referral Process**

**Step 1:** Student is involved in a conflict with a peer or adult when he/she demonstrates a lack of problem solving skills. Or, student was suspended due to exhibiting inappropriate behavior i.e. fighting, teasing, etc.

**Step 2:** The case is referred for mediation by a student, teacher, dean, counselor, administrator or any school staff. Referral forms are available in the respective offices. Please provide the following information with the referral:

- Complete Peer Mediation Referral form stating the student(s) involved and a brief description of the conflict.
- Submit completed referral in Ms. Hamilton's box and students will be summoned.
- Please note that careful consideration is given when students are being summoned for peer mediation during class time. We are flexible in that rescheduling to accommodate your schedule is always possible.
- The goal is for the session not to last longer than five to ten minutes. However, the more students involved the longer it could take.

**Thanks for all of your support. You are helping to make it happen!!**