

# TAP MONTHLY

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## TAP NEWS

- Our new TAP Monthly format is more printable. Please share with your mediators!
- Don't forget to log mediations in your Google spreadsheet. See the "How-to" guide for help.
- This month's featured TAP swag is this handy Post-It Book for \$1.50 each. To order, fill out the TAP Swag Order form and return it to one of the TAP Staff.



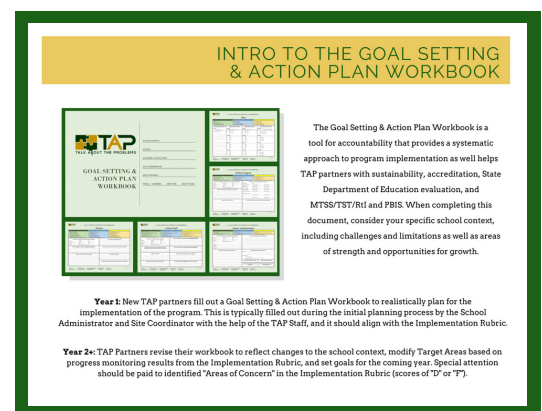
## STRATEGY OF THE MONTH

When someone asks you to talk about what happened during a mediation, you can maintain confidentiality while still remaining respectful with these key strategies:

1. Acknowledge their interest  
**"I understand that you want to know more..."**
2. Talk about the process  
**"...but everyone in a mediation agrees to confidentiality..."**
3. Talk about your responsibilities  
**"...and as a mediator I swore an oath to respect students' privacy..."**
4. Explain the consequences  
**"...and if I tell you, I will be kicked out of TAP."**

## NEW TOOL FOR SITE COORDINATORS

We now have an explanatory tool to guide your TAP leadership through completing the Goal Setting & Action Plan Workbook and the Implementation Rubric. Please use it as you revisit your Implementation Rubric this semester, and contact the TAP Team with any questions.



## PREPARE FOR A GREAT TRAINING

The TAP Team is looking forward to seeing you at your trainings this spring!  
Here's how you can set yourself up for success:

### Mediators:

- Please make sure that you will **be present for all training sessions**.
- **Bring** a pencil, an open mind, and your A-game.
- Write down any **questions** you have about TAP.
- **TAP Swag** is available! If you are interested in purchasing anything, you can bring your money to the training.
- You will need a **working email address** that you know the password for in order to log your mediations. If you do not already have one, please set one up in advance (Gmail preferred).
- Remember that you must be in **good academic and behavioral standing** to be a mediator. If this is a concern, chat with your Site Coordinator prior to the training.



### Site Coordinators:

- Display your **17-18 TAP Banner** with pride!
- **Check your schedule** to make sure you know when the trainings are.
- **Communicate with the mediators in advance** about when and where the trainings will take place, whether they should bring their belongings, if there will be any change to their schedule (such as a different lunch period), etc.
- **Secure a room** with appropriate tables, chairs, and access to power outlets and wall space for projection.
- Ensure that materials such as **Student Workbooks** are easily accessible. New mediators will receive their workbooks during the first session and it is recommended that you store them in a safe place between trainings.
- Ensure that you will be able to **stay in the training room** for the duration of the session.
- **Remind administrators** about the training so they can drop by.
- **Communicate with school staff** about instructional time that will be missed and how mediators will make up any missed classwork.
- **Contact the TAP Team** with any questions you may have.