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.

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.

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.”

INTRO TO THE GOAL SETTING & ACTION PLAN WORKBOOK

The Goal Setting & Action Plan Workbook is a tool for accountability that provides a systematic approach to program implementation and Evaluates TAP progress with sustainability, accreditation, State Department of Education reviews, and MPTPTW Assistance and PMW. When completing this document, consider your specific school context, including challenges and limitations as well as areas of strength and opportunities for growth.

For more information contact:
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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.