



Accessing Mediation Services – The “Peace Team” Program

Provided by Mid Shore Community Mediation Center

How to Access Mediation Services

1. Identify individual(s) in need of mediation services.
2. In schools with an “on-site” mediation program, locate the Peace Team mailbox in your building (either in the mailroom or guidance office). Blank referral forms are available inside the mailbox. Complete the form by filling in the date, your name, and the full name of the individual(s) being referred. Check the “Urgent” box if the individual(s) need immediate attention. Peace Team mediators will only access students during non-core classes unless you indicate the situation is urgent, which may impact response time. Return the form to the mailbox. *If the mediation is attendance related, check the “Attendance Mediation” box at the top of the form.*
3. If the case is “Urgent” **or** you do not have a Peace Team mailbox in your building, please contact the Peace Team by email at thepeaceteams@gmail.com and/or mcmc.jennifer@gmail.com to notify the mediators that there is a referral for mediation. A member of the team will respond within 2 hours. If you do not receive a response by email, please contact program director Jennifer Williams directly at (410)714-4302.
4. The Peace Team mediators will conduct a private intake conversation with the individual(s) referred. Mediation is voluntary (except under special circumstances) and everyone must agree to participate for mediation to happen. Mediators are also assessing for safety and appropriateness during intake conversations.
5. Peace Team mediators will record the dates intake conversations took place, whether individuals consented to mediation, when mediation happened, and the disposition of the referral on the referral form.
6. As soon as the mediators have completed their work on the case, they will provide you with a copy the referral form. The form will contain the information you need about the status of the referral.