

### What is ADR?

Alternative Dispute Resolution (ADR) is an informal method of settling disagreements that may arise during an IEP meeting.

ADR uses specific options of this process to promote understanding, open communication, and satisfying solutions to conflict that support and strengthen relationships.

ADR is designed to meet the interests of the parties involved that results in a crafted, mutually agreeable, outcome rather than living with a decision made by a third party, such as a hearing officer or judge.



### Why Use ADR?

#### **CONFIDENTIAL**

All information shared through the ADR process remains confidential unless all parties agree to release it.

#### **No Cost**

ADR does not have costs tied to its processes, unlike Due Process and are free of cost to families and local education agencies, i.e., school districts, county office of education.

#### **LEGAL PROTECTIONS**

Parties choosing to engage in any Alternative Dispute Resolution practices do not give up their rights to Due Process.

#### **SPEEDY**

Most ADR options are initiated within 72 hours of contacting the Intake Coordinator.

#### **OUTCOME-ORIENTED**

We strive toward mutually agreeable solutions resulting in written agreements



## **SPECIAL EDUCATION ALTERNATIVE DISPUTE RESOLUTION (ADR)**

**Confidential**

**No Cost**

**Legal Protections**

**Speedy**

**Outcome-oriented**

**Intake**

Contra Costa SELPA  
Alternative Dispute Resolution  
(ADR)

Coordinator: 925-827-0949 X 24

STAFF	ROLE	HOW THEY HELP YOU	
<b>INTAKE COORDINATOR</b> 925-827-0949 x 24	<ul style="list-style-type: none"> <li>Coordinate and Monitor Alternative Dispute Resolution Activities</li> </ul>	<ul style="list-style-type: none"> <li>Provides parents and professionals with options to address unresolved IEP issues</li> </ul>	
<b>RESOURCE PARENTS</b>	<ul style="list-style-type: none"> <li>Volunteers Specifically trained</li> <li>Sanctioned by the District</li> <li>Willing to put aside personal issues</li> </ul>	<ul style="list-style-type: none"> <li>Parent to Parent Support</li> <li>Assist a parent with a concern or question</li> <li>Defuse a tense relationship between school and home</li> <li>Identify hidden interests that may suggest courses of action</li> </ul>	<ul style="list-style-type: none"> <li>Convey the school's point of view or broader picture</li> <li>Share your willingness to develop a relationship with the parent</li> <li>Empower others to work within the educational system</li> </ul>
<b>SELPA PROGRAM SPECIALISTS</b>	<ul style="list-style-type: none"> <li>Serve school districts and county offices</li> <li>Work with agencies, parents, schools</li> <li>Provide staff development</li> </ul>	<ul style="list-style-type: none"> <li>Review IEP documentation for compliance</li> <li>Provide staff development at your school site</li> <li>Serve on Solutions panel and Facilitate an IEP as a neutral party</li> <li>Meet with parents and/or LEA staff to clarify issues</li> </ul>	<ul style="list-style-type: none"> <li>Empower others to work within the system</li> <li>Serve as a neutral party</li> <li>Provide parents with information on the IEP process</li> </ul>

#### ALTERNATIVE DISPUTE RESOLUTION COMPONENTS

COMPONENT	ROLE	HOW THEY HELP YOU	
<b>TECHNICAL ASSISTANCE/ EXPERT TEAMS</b>	<ul style="list-style-type: none"> <li>Assist IEP teams</li> </ul>	<ul style="list-style-type: none"> <li>Consultation to IEP teams</li> <li>Assessment, determine present levels of performance, identify &amp; prioritize desired outcomes and develop an Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>To assist IEP teams to design services and select materials and equipment through accessing experts in the field and use of problem solving techniques</li> </ul>
<b>FACILITATED IEP'S</b>	<ul style="list-style-type: none"> <li>A formal IEP meeting facilitated by a neutral party and Recorder</li> </ul>	<ul style="list-style-type: none"> <li>Provide a safe environment so that all IEP team members are willing to contribute to IEP content</li> <li>Structures the discussion so that the team views stays focused on the child rather than a series of providers or a myriad of issues</li> </ul>	<ul style="list-style-type: none"> <li>Maintain the IEP process with focus and intent while honoring time limits to avoid lengthy meetings and the integrity of the IEP process.</li> <li>Work towards resolution by the IEP team rather than a third party</li> </ul>
<b>RESOLUTION SESSION</b>	<ul style="list-style-type: none"> <li>One last chance to resolve disputes at the local level</li> </ul>	<ul style="list-style-type: none"> <li>Offer a chance for parties to resolve problems on their own before moving on to mediation or fair hearing</li> </ul>	<ul style="list-style-type: none"> <li>Specific procedures and timelines are required so work with your Special Education Administrator</li> </ul>
<b>SOLUTION PANELS</b>	<ul style="list-style-type: none"> <li>A neutral panel including a parent representative, provider, and administrator</li> <li>Usually from another school district or from CC SELPA</li> <li>Specifically trained</li> </ul>	<ul style="list-style-type: none"> <li>Empower parties in conflict to resolve problems on their own without turning to courts guidance and promotion of understanding that leads to communication resulting in people discovering their own gratifying solutions</li> </ul>	<ul style="list-style-type: none"> <li>Uses problem solving methods to bring parties together</li> <li>Goal is to reach a mutually satisfying agreement</li> </ul>
<b>LOCAL MEDIATION</b>	<ul style="list-style-type: none"> <li>A formal meeting between LEA representative and the student's representative facilitated by a neutral party whose role is to assist with communication between parties in order to generate options toward reaching agreement, identify alternatives and consequences if an agreement is not reached</li> </ul>	<ul style="list-style-type: none"> <li>Speedy, Private, Economical</li> <li>Impartial Neutral Mediator</li> <li>Informal and Flexible</li> <li>Parties craft settlements that are binding</li> </ul>	<ul style="list-style-type: none"> <li>Promote communication between all parties, maintain a positive relationship between parties, generate options toward reaching agreement</li> <li>Identify alternatives and consequences if an agreement is not reached</li> </ul>