



PASADENA UNIFIED SCHOOL DISTRICT

ADR

ALTERNATIVE DISPUTE RESOLUTION

Offering students and families
an opportunity to resolve disputes
collaboratively, while avoiding time-
consuming and costly litigation

WHAT ARE THE BENEFITS OF ALTERNATIVE DISPUTE RESOLUTION?

Outcome-Oriented

The goal is to establish mutually agreeable
solutions resulting in written agreements.

No Cost

ADR does not have costs tied to its process
and are free of cost to families and local
education agencies.

Legal Protection

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

Confidential

All information shared through the ADR
process remains confidential unless all
parties agree otherwise.

HOW TO GET HELP:

Prior to ADR, you might want to contact the
following people who can help you:

Case Carrier

School Administration

Program Coordinator

These key individuals can:

- Meet with students and families to
clarify issues and concerns
- Facilitate an IEP meeting
- Inform families about programs & services

If individuals above do not resolve concerns,
please contact an ADR Lead who can:

- Facilitate a meeting with a neutral
facilitator
- Listen to your concerns, help you
identify solutions and assist through the
ADR process
- Coordinate and monitor Alternative
Dispute Resolution activities
- Provides parents and professionals with
options to address unresolved issues

THE ADR PROCESS:

A concern, issue, or complaint is brought to the attention of the PUSD Special Education Department

ADR lead contacts family to schedule meeting

A neutral facilitator, staff and family may participate in an ADR conference

During an ADR conferences, the parties work together to develop a mutually agreed upon agreements

When an agreement is met, a formal agreement is developed in writing

If an agreement is reached that involves additional resources it will need to be approved by the PUSD Board of Education

If approved by the Board of Education, the Special Education Department will implement the agreement

ADR lead provides follow-up with office staff and school site team members

SEVERAL THINGS TO NOTE:

- Typically, ADR collaborative conferences occur within 10 days of contacting an ADR Lead.
- The ADR Process can be binding and may require the approval from the Board of Education.
- All resolutions are mutually agreed upon by both parties.
- Typically, formal complaints filed with the California Department of Education (CDE) take 60+ days to resolve, and the resolutions are determined by the CDE.
- Due process filings can be costly for both parties, and resolutions may take months or even years.
- The ADR process can expedite resolutions to a family's concerns



PASADENA UNIFIED SCHOOL DISTRICT

**Special Education Department
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Pasadena, CA 91109**

For assistance, please contact:
ADR Lead

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Call: **(626) 396-3600x88600**