



# PASADENA UNIFIED SCHOOL DISTRICT

## Special Education Department

### 2021-2022 ALTERNATIVE DISPUTE RESOLUTION PROCESS

#### **ADR Process:**

The program brings together parents, teachers and administrators in an informal setting for the purpose of resolving disagreements the family can request an ADR meeting by contacting the SELPA Office. The ADR PANEL conducts the ADR meeting with the focus to resolve of all issues.

Through the 2021-2022 ADR Pasadena Unified School District SELPA will enhance the current process by augmenting the current one step process by developing more options to

1. improve outcomes for students
2. prevent IEPs from moving into contentious and costly dispute processes

The Pasadena Unified School District SELPA developed the following ADR process that encourages all parties to "problem solve" and to achieve a mutually beneficial agreement to best meet the needs of individual students.

#### **THE ALTERNATIVE DISPUTE RESOLUTION PROCESS**

Requests for ADR can be made directly by parents or by site staff through their assigned SITE SPECIAL EDUCATION COORDINATOR

1. Parents may request assistance with resolving issues through the ADR Process. The requested can contact the **ADR Clerk** to initiate the process.
2. The ADR Clerk will take contact information and a brief description of the issues. The information will be forward to the **SITE SPECIAL EDUCATION COORDINATOR** . The **SITE SPECIAL EDUCATION COORDINATOR** will contact the requestor.
3. The **SITE SPECIAL EDUCATION COORDINATOR** will listen to the concerns and help identify issues and interests. Information about special education laws and practices may be provided and a referral may be made to others who can directly work with the issues. The **SITE SPECIAL EDUCATION COORDINATOR** will explain how the ADR Process works and discuss whether this is the best option for resolution for each unique situation.
4. If the ADR Process is selected as a viable option, the **SITE SPECIAL EDUCATION COORDINATOR** will, contact the other party and encourage their participation in the first step of the ADR Process which is a **Facilitated IEP which is supported by a NEUTRAL ADR Coordinator**.
5. The **SITE SPECIAL EDUCATION COORDINATOR** will schedule the location, date, and time of the Facilitated IEP meeting.
6. When an agreement is reached, the details are written into an IEP. Both parties will receive a copy of the signed IEP.

Note: If no agreement is reached at the Facilitated IEP level then the **SITE SPECIAL EDUCATION COORDINATOR** will refer to the case the ADR Clerk who will contact the ADR Panel (Executive Director, ADR Facilitator and Site Coordinator, Site Administrator as appropriate) to schedule an ADR Session.

#### **Time Frame**

The Pasadena SELPA will schedule the ADR Facilitated IEP meeting days of the ADR within 10 business days of a request being received.