

Mediation Training

1st Day

- 09:00 -9:30 Introductions
- 09:30 -10:00 Mediation Power Point Section 1 (What is Mediation?)
- 10:00 -10:30 Mediation Power Point Section 2 (Conflict Resolution)
- 10:30 -10:40 Break
- 10:40 -11:10 Conflict Management in Special Education (PPS) Conflict Escalation Indicators (on ODE Website)
- 11:10 -11:40 Parent or Partner that has went to Mediation, Q & A
- 11:40 -12:00 Role Play
- 12:00 -1:30 Lunch (on your own)
- 1:30 - 2:50 IDEA 2004 Changes
- 2:50 -3:00 Break
- 3:00 -4:00 IDEA 2004 Changes and Q & A

2nd Day

- 09:00 -9:45 Valerie Miller - ODE's role in the Mediation Process, Q & A
- 09:45 -10:15 Dispute Resolution
- 10:15-10:30 Break
- 10:25 -11:00 Dispute Resolution Con't
- 11:00 -12:00 Valerie Miller - Strategies for helping parents
- 12:00 -1:30 Lunch (on your own)
- 1:30 -2:00 Role Play
- 2:00 -3:00 Mediation Section 3 (The Role fo the Mediation Partner)
Mediation Section 4 (Preparing the Parent)
- 3:00 -3:10 Break
- 3:10 -4:00 Role play/wrap up



IEP Partners Training OrPTI

IEP Partner Training Agenda

Day 1

9-10:15	Introductions Overview of OR PTI Overview of IEP Partner Roles/Expectations Forms/Confidentiality
10:15-10:30	Break
10:30-12:15	Communication/Parent Professional Partnership
12:15-1pm	Lunch
1-2:30 pm	IEP –Rights & Responsibilities
2:30-2:45pm	Break
2:45-4pm	IEP –Rights & Responsibilities

Day 2

9-10:00am	Transition
10:00-10:30	Assessment
10:30-10:45	Break
10:45-11:15	IEP Partner Role Play
11:15-12:15	Discipline/Behavior
12:15-1pm	Lunch
1:00-1:30	Complaint Process
1:30-2:15	Role playing
2:15-2:30	Break
2:30-3:00	504
3:00-3:30	IFSP
3:30-4pm	Wrap up & questions



IEP Partner Stipend Form

Please mail to: Or PTI
2295 Liberty St. NE Salem OR 97301

IEP Partner Name: _____

Mailing Address: _____ Zip: _____

Parent's Name: _____

Date & Time of Meeting: _____

Length of the IEP Meeting: _____

Ethnicity of child (circle):

African-American

Asian

Hispanic

Native American

Caucasian

Other

IEP Partner Signature: _____

Parent(s) Signature: _____

Was this an annual IEP meeting? Yes _____ No _____

If no, what is the major issue discussed?

Were there any issues not resolved in this IEP meeting and if so, what were the issues?

As an IEP Partner do you feel you need more information/training in a particular area? Explain.

How did the school district react to your presence?

Other Comments?



IEP Partner Family Release Form

I _____ have agreed to release personal information, including my name, phone number, e-mail address, and other information about my child relating to the IEP process to Oregon Parent Training and Information Center (OrPTI) & to any IEP Partner assigned by OrPTI.

I understand and accept the role of the IEP Partner as stated below:

Role of IEP Partner

- The IEP Partner will assist you in developing a plan & agenda for the IEP meeting through a phone consultation before the IEP meeting.
- The IEP Partner will attend the IEP meeting with you.
- The role of the IEP Partner at the IEP meeting is that of a support person, they will be taking notes and making sure that you understand the process.
- The IEP Partner will not advocate or speak on behalf of your child. That is still your role as a parent.
- The IEP Partner will meet with you after the IEP meeting to discuss needed follow up to the meeting.
- The IEP Partner is a free service.

I further understand & agree that there are no guaranteed outcomes to having an IEP Partner attend my IEP meeting. I also agree to complete and turn in a response card to Or PTI after the IEP meeting.

Name: _____

Phone number: _____

Signature: _____

Please mail to:

IEP Partner Program, 2295 Liberty St. NE Salem OR 97301 or

Fax to: 503-391-0429



Role of IEP Partner vs. Advocate

1. Definition	a support person	“one who pleads another’s case” <i>Websters</i>
2. Role prior to IEP meeting	Goes through questions with parent. Has parents write out agenda for their IEP meeting.	Gives advice on what services the child may receive from the school and more.
3. During IEP meeting	Takes notes. Makes sure the parents understand the process. May call a break if meeting becomes too emotional. Talk with parents before meeting to discuss the timeout issue.	Advocates. Speaks out on behalf of the parent(s)/child.
4. After the IEP meeting	Debrief, helps to draft letter if another IEP meeting is needed.	Debriefs
Cost of service	Free to parents	Parents pay fee set by the advocate

**IEP Partners Agreement**

I, _____, have agreed to volunteer my services to the Oregon Parent Training & Information Center (OrPTI) as an IEP Partner. My signature on this form indicates that I am fully aware of the requirements and responsibilities listed below and agree to adhere to them.

IEP Partners are required to:

- Complete the 2-day intensive IEP Partners Training and any additional trainings or reading that OrPTI requires at a later date.
- Maintain confidentiality of the information provided to them by families and school districts.
- Submit complete paper work required for the IEP Partners Program. Once submitted, a stipend of \$50.00 per IEP meeting will be paid.

IEP Partners responsibilities include:

- Adhere to the expectations of the OrPTI IEP Partners.
- Provide the initial phone consultation with parents, attend IEP meeting with family, debrief, and fill out paperwork after the IEP meeting.
- Provide own telephone, and all charges related to the phone consultation.
- Provide own transportation to and from the meeting at no cost to OrPTI.
- Provide proof of car insurance to OrPTI.
- Not charging clients for their services.
- Working with families and schools to foster an atmosphere of parent/professional collaboration.

The Oregon Parent Training & Information Center (OrPTI) will provide the IEP Partner with:

- A thorough training program and resource manual.
- Ongoing support via telephone, e-mail and/or additional trainings.
- Updating training materials, resources and information as appropriate.
- Confidentiality to the IEP Partner names and/or other personal information will not be given out without permission from the IEP Partner.
- Upon the completion of an IEP meeting, and the return/completion of the IEP Partner Form, the IEP Partner will receive a \$50.00 stipend to cover phone, transportation & child care expenses incurred while volunteering for OrPTI.

Severability of an IEP Partner:

Termination and removal as an IEP Partner may occur, if an IEP Partner volunteer represents a family in a manner deemed inappropriate by OrPTI. If gross and negligent behavior occurs on the part of the IEP Partner, and/or the

IEP Partner breaks the IEP Partners agreement, your position as an IEP Partner may be terminated. Before termination would occur, OrPTI would first discuss the areas of concern with the IEP Partners Program Manager; provide technical assistance, support and monitoring. If the IEP Partner is still unable, or unwilling to appropriately represent families, OrPTI would then terminate the services of the IEP Partner. IEP Partners shall not represent themselves as employees of OrPTI. Further, OrPTI is responsible only for providing training, support and technical assistance to the IEP Partner and has no control over the actions of individual IEP Partners.

Confidentiality Assurance:

I realize I may have access to pertinent educational records, and information when necessary. I understand the confidentiality requirements covering the materials and knowledge therein. Under no circumstances shall I duplicate, disseminate and/or discuss, with unauthorized persons, this information. I understand that access to these records, and knowledge of the materials therein, is only for the purpose of supporting a family during the IEP process. I must protect the confidentiality of families that I support at all times.

Non-Compete Agreement:

In consideration of the extensive training and resource materials provided by OrPTI, I agree that I will not compete with OrPTI by providing information, referral, individual assistance, consultation or advocacy services for a fee in the county in which I reside.

Release:

In consideration for being allowed to provide these services, I hereby release the OrPTI, its agents, employees, and officers from liability for any injuries and damages I may suffer while performing these services.

This agreement shall be binding for 12 months from the date signed.

Signature of the IEP Partner _____ Date _____

IEP Partner Agreement: _____ (print full name) has agreed to the above requirements and has completed the training to become an IEP Partner.

Signature of the IEP Partner Program Manager _____
Date _____



IEP Meeting Prep Sheet

1. Do you have a current copy of your child's IEP and any current evaluations? Have you read them?
2. What is the age & disability of the child?
3. What progress have you seen in the last year?
4. What are your primary concerns for this upcoming IEP/school year? Prioritize your concerns.
5. Present Level of Educational Performance (PLEP) from parents perspective
 - a. How does the disability impact your child's learning?
 - b. List out your child's strengths
 - c. List out your child's learning opportunities
 - d. What does your child need to learn next?
 - e. Are evaluations current? Are more needed?
 - f. Where do you see your child in 1 year in each goal area?
6. List out any specific questions that you would like to discuss at the IEP meeting.
7. List out any goals/objectives you would like to include on your child's IEP.
8. Other issues to think about:
 - a. Communication between school/parent
 - b. Accommodations/Modifications
 - c. Extended School Year
 - d. Behavior
 - e. Social/Communication Skills of the child
 - f. Related Services
 - g. Placement
 - h. State/District Assessment participation
 - i. Extra curricular and non-academic activities
 - j. Transition
9. Ask for a copy of the schools "draft IEP" prior to the IEP meeting
10. Create your agenda for the IEP meeting. Being prepared for the IEP is how parents can best advocate for their child.
11. Call the Oregon Parent Training & Information Center's Help line if you need specific questions answered about your child's IEP. OrPTI's toll free Help line 1-888-891-6784