

# **HIDOE's Mediation Model Form, Brochure & FAQs**

## ***Invitation for Feedback***



SEAC Meeting March 10, 2023





Peace is not the absence of conflict,  
but the ability to cope with it.

Mahatma Gandhi

quote fancy



# Materials for Today's Presentation

- [Mediation Model Form](#)
- [Mediation Brochure](#)
- [Mediation FAQs](#)
- [Feedback Form](#)



## What is Mediation?

- An impartial and voluntary problem-solving process that brings together parties to resolve disputes related to special education.
  - Facilitated by an impartial mediator.
  - At no cost to both parties.
    - The Department bears the cost.
  - Discussions during mediation are confidential.
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# Mediation Center of the Pacific

The Department makes mediation available through the Mediation Center of the Pacific (MCP).

- MCP is a 501(c)(3) not for profit corporation that has been helping people in Hawaii prevent and resolve conflict since 1979.
- MCP coordinates the scheduling of all special education mediations throughout the state of Hawai'i.
  - Email: [mcp@mediatehawaii.org](mailto:mcp@mediatehawaii.org)
  - Phone: 808-521-6767
  - Website: [www.mediatehawaii.org](http://www.mediatehawaii.org)

# Requesting Mediation

## To request mediation, you may:

1. Submit a Request for Mediation form:

<https://bit.ly/MCPmediationrequest>, or

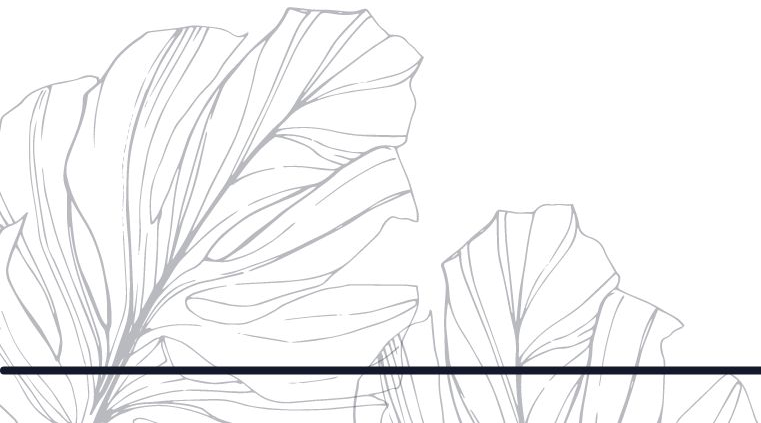
2. Contact MCP at 808-521-6767, or

E-mail [mcp@mediatehawaii.org](mailto:mcp@mediatehawaii.org)

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# Model Form

Unlike the State Written Complaint and Due Process model forms, IDEA and HAR Chapter 60 do not require any specific information for a mediation model form.





# Current Model Form

## IDEA MEDIATION REQUEST FORM

To request mediation services, complete this form and fax (808-538-1454) or email it to  
The Mediation Center of the Pacific at: [mcp@mediatehawaii.org](mailto:mcp@mediatehawaii.org).

Date of Request: \_\_\_\_\_ Date of Due Process Request (if filed): \_\_\_\_\_

Name of Student: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

School Information	Parent Information
Principal: _____	Name: _____
Address: _____	Relationship to student: _____
_____	Address: _____
Phone: _____	_____
FAX: _____	Phone: _____
Contact Person: _____	Name: _____
Position: _____	Relationship to student: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____

What are the issue(s) in dispute? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has a request for a Due Process Hearing been filed on the issue(s)?  Yes  No

If "Yes", please attach a copy of the request to this form.

For Mediation Center Use	
Date of Referral: _____	Date of Service: _____
DISPOSITION: _____	
Mediation:	
<input type="checkbox"/>	1. Parent(s): No contact with Mediation Center
<input type="checkbox"/>	2. Parent(s) declined mediation
<input type="checkbox"/>	3. Case mediated with no agreement
<input type="checkbox"/>	4. Case mediated with agreement reached
<input type="checkbox"/>	5. DOE: No show for mediation
<input type="checkbox"/>	6. Parent(s): No show for mediation

[Linked  
Here](#)



# Current Mediation Brochure

[Linked Here](#)

## Special Education Mediation *Resolving Conflicts Between Parents and Schools*



The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) encourages families and schools to collaborate and work together as a united support for each student.

When disagreements arise between families and schools, IDEA promotes the use of mediation as a means for working through the issues underlying the conflict. The focus is on working together to find a mutually agreeable solution that addresses the educational needs of the student.

*A parent of a child with a disability or a public education agency may request mediation as a way to resolve disputes involving any matter that arises under the IDEA or implementation of its regulations. [34 C.F.R. § 300.506].*

### Mediation is:

Free	Confidential
<b>Guided by an impartial third party who:</b>	
<ul style="list-style-type: none"><li>• Establishes open communication</li><li>• Ensures concerns are heard</li><li>• Encourages mutual understanding of the others' perspectives</li><li>• Facilitates problem-solving</li><li>• Empowers schools and families to come to mutually agreeable solutions</li><li>• Focuses on preserving and strengthening relationships between families and schools</li></ul>	

For more information on mediation, please visit our website:

<https://bit.ly/SPEDMediationFAQs>



You may also contact the **Complaints Management Program** via email at [specialcomplaints@k12.hi.us](mailto:specialcomplaints@k12.hi.us) or phone at 808-307-3600.



# Current FAQs Document

[Linked Here](#)

Hawai'i State Department of Education  
Complaints Management Program



## Special Education Mediation Resolving Conflicts Between Parents and Schools Frequently Asked Questions

Jump to each question:

WHAT IS MEDIATION?

WHY SHOULD I MEDIATE?

WHO IS THE MEDIATOR?

WHO PARTICIPATES IN THE MEDIATION?

HOW LONG DOES MEDIATION TAKE?

WHERE IS MEDIATION HELD?

WHEN SHOULD I MEDIATE?

WHAT IS A WRITTEN MEDIATION AGREEMENT?

HOW DO I SCHEDULE MEDIATION?

HOW DO I PREPARE FOR MEDIATION?

### WHAT IS MEDIATION?

*A parent of a child with a disability or a public education agency may request mediation as a way to resolve disputes involving any matter that arises under the IDEA or implementation of its regulations. [34 C.F.R. § 300.506].*

Mediation is a confidential and voluntary problem-solving process conducted in a structured environment with an impartial third party, a mediator, who facilitates open communication while working toward a mutually agreeable solution to resolve a disagreement between the school and parents. The focus is on helping the participants gain a better understanding of each other's perspectives while working together to find a solution that meets the educational needs of the student.



# Thank you

***We Value Your Feedback.***

Open Comment Period

- March 10-31
- [Feedback Form](#)

You may also submit any additional feedback to:

- [specialedcomplaints@k12.hi.us](mailto:specialedcomplaints@k12.hi.us)
- 808-307-3600

