



Expectations of Mediation Participants

Thank you for choosing mediation to help build results and relationships that support a student in Pennsylvania. Mediation is voluntary and collaborative. By signing this document I understand:

1. Mediation may be held in person or virtually and may only be attended by identified parties. Parties will work together to ensure that discussions are held in a private space and interruptions to the process minimal, especially when joining by phone or video. Cell phones and other electronic devices not being used to directly facilitate the mediation process will be turned off unless parties disclose and gain consent to use these devices.
2. Neither the ODR nor the mediator provide legal representation. The mediator is a neutral third party who will facilitate the agenda, identify shared issues and help us move towards agreement together.
3. The mediator may caucus (speak privately) with family and school representatives during mediation. Any party may request a caucus and caucus is required in gifted mediation.
4. The mediator may not be called as a witness in future proceedings and will abide by the law which designates all discussions in mediation as confidential. This requirement does not preclude the mediator from following established state child protection protocol.
5. Mediation may not be recorded (electronically, written, screen shots, etc.). No undisclosed notes may leave mediation. This document and any signed mediated agreement will be maintained by ODR (not the mediator). A mediated agreement will be retained in the student’s school file with a copy provided to the family.
6. In the event the chief school administrator is not attending the scheduled mediation session, the LEA signing this document and any mediated agreement acknowledges their designated authority to commit resources to reach and execute an agreement satisfactory to both parties.

I also agree to help create conditions that support collaboration, and commit to:

- ✓ Working together as a student-centered team while focusing on present concerns and future solutions rather than past problems that don’t directly inform steps forward.
- ✓ Sharing relevant information openly and listening patiently while treating each other with civility and respect to help create options, resolve issues and respect different interests.
- ✓ Abiding in good faith with a mediated agreement and related education plans.
- ✓ Understanding that combative participants work against collaboration and may be asked to leave the mediation when other options have been exhausted.
- ✓ Sharing additional conditions not represented here but important for me to continue.

All parties may consult with intake staff to address questions and view ODR’s extensive resources by calling 800-222-3353 or visiting www.odr-pa.org. Families with questions also have access to ODR’s nationally recognized Special Education ConsultLine: 800-879-2301 or www.odr-pa.org/consultline.

Parent/Guardian Signature/Date

Participant Signature/Date

Parent/Guardian Signature/Date

Participant Signature/Date

LEA Representative Signature/Date

Participant Signature/Date