CPS district policy as it pertains to the **Recording of Meetings:**

The Board of Education prohibits the use of audio, visual or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings among district employees and between district employees and guardians. **Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings.** This prohibition does not apply to conversations held within view of district security cameras.

- The policy permits the parent, guardian or 18-year-old student to request an **exception.** The guardian would ask for the exception to audio record in order for them to participate and understand the meeting based on his/her own disability as covered by Section 504 and/or the Individuals with Disabilities Education Act (IDEA).
CURRENT PROCEDURE FOR GUARDIAN TO REQUEST AN ADA EXEMPTION TO AUDIO RECORD

- Parent/Guardian/18-Year-Old student obtains form “Parent/Guardian Letter to Request ADA Accommodation to Audio Record 504, IEP & Special Education Evaluation Meetings” from building case manager, Special Services Office or district website.
  - If parent requests form from case manager or Special Services Office, the district employee will print, if needed, or guide parent/guardian/student to district website (Special Services Departmental Page) to obtain form.
  - The case manager or district special education office will explain the timeline and need for approval before audio recording would be allowed.
- Parent/Guardian/18-Year-Old Student completes form and returns to Director of Special Services within designated timeline.
  - At least three days prior to the meeting, unless meeting is scheduled in less than three days due to guardian’s waiver of 10-day notice requirement. In these cases, the guardian may request to record and the district will make every effort to provide this accommodation if request is approved and technology is available.
  - It is important to note: the approval is good for all 504, IEP & Special Education Evaluation Meetings within the given school year.
PLANNING FOR THE MEETING

- Obtain digital recorder from building department chair, or designated building staff member, assigned to keep the recorder.
- Ensure digital recorder is sufficiently charged. Additional AAA batteries can be requested from the Special Services Office when needed.
AT THE MEETING – TIPS TO RUN AN EFFECTIVE & COLLABORATIVE MEETING

- Keep positive mindset! Remember all parties at the meeting only want what’s best for the student.
- Be confident in your professional abilities. You know your area of content!
- Come prepared for the meeting.
- Respect the input of all parties and professionally address differences of opinion.
- Use parent friendly language and take the time to ensure understanding and opportunity for meaningful parental participation.
AT THE MEETING – STEPS TO RECORD & BEGIN MEETING

- Turn on the recording device by holding down the power switch on side of recorder. (Image 1)
- Increase the volume to full power [30] (Image 2).
- Place the recording device in the center of the table.
- Press the REC/PAUSE button to begin recording (Image 3).
To begin the meeting, the LEA will read aloud the following script:

- Welcome to today’s IEP meeting for: [NAME OF CHILD]. Today is [STATE THE DATE AND TIME].
- My name is [NAME OF LEA] and I will be facilitating today’s meeting.
- This meeting is being recorded because of an allowable exception to Board of Education Policy KKB which permits a guardian to audio record an IEP meeting.
- At this time, I will ask [NAME OF GUARDIAN] to confirm that s/he confirms that a recording was requested by the guardian.
  - guardian says yes.
- This is to confirm [NAME OF GUARDIAN] has said yes.
- At this time, and as a part of the IEP meeting process, I will ask each meeting participant to state their name and role.
To end the meeting, the LEA will read aloud the following script:

- Thank you for attending today’s meeting. This recording will be stored as part of [NAME OF CHILD’S] educational record.
- The finalized IEP the team developed today will be provided to you within 20 days.

Turn off the recording device (press STOP) to end recording.
AFTER THE MEETING – IEP/504 OR SPECIAL EDUCATION EVALUATION CASE MANAGER RESPONSIBILITIES:

- When the meeting is complete, the case manager will secure the recorder and immediately complete the Record of Audio Recorded Meeting document found in SpedTrack document library.
- Within 24 hours, the department chair or process coordinator will extract the recording from the recorder and place on thumb drive.
- The department chair or process coordinator will bring the thumb drive & Record of Audio Recorded Meeting document to the Special Services Office or send it through interoffice mail.
- After extracting the audio recording, the building thumb will be returned to the department chair through interoffice mail.
- Audio recordings will be kept on a thumb drive in the Special Services Office at Aslin.
FREQUENTLY ASKED QUESTIONS

- If the request for recording is not provided within the request deadline, will the 504, IEP and/or Special Education Evaluation Meeting be rescheduled?
  - It depends. The district will make every effort to reschedule unless the guardian has already been given two written notices of the meeting and Section 504 of IDEA timelines require the meeting to be held and the meeting will not be recorded.

- Does approval for audio recording only apply to the upcoming 504, IEP and/or Special Education Evaluation Meeting?
  - No, it will apply to all 504, IEP and/or Special Education Evaluation Meetings for the school year from the time of the approval.

- Once approved, if the guardian/18-year-old student decides before the meeting not to record, will the district record?
  - No, the district will only record the meeting if the guardian or 18-year-old student chooses to record.

- Can a CPS employee invited to the meeting be excused from attending if they do not want to be audio recorded?
  - No, given this is adheres to board policy, all staff would be expected to follow this policy.
FAQ - CONTINUED

- **How should it be handled if there is a reason to discontinue the meeting?**
  - Proceed with discontinuing as you normally would and stop the recording device after all conversations regarding the 504/IEP/Evaluation have concluded. The audio recording will still be maintained as part of the child’s educational record as will the recording from the continuation meeting when the team is reconvened to finalize the document.

- **Can the district choose to record when a parent does not want to record?**
  - No, the meeting would not be recorded as the only exception to Board Policy KKB involves the guardian’s ADA need to audio record.

- **Will the district record for the parent if the parent does not have a recording device?**
  - Yes, the district will record the meeting for the parent. The district will provide a location for the parent to access/listen to the recording at Aslin.

- **Will CPS staff be required to listen to the audio recording post meeting?**
  - No, however, the recording will be available for CPS staff on a need to know basis.

- **Can the guardian record other school related meetings such as Parent Teacher Conferences, Discipline Meetings, etc?**
  - No, unless the purpose of the meeting is an 504, IEP and/or Special Education Meeting, CPS board policy KKB prohibits such recordings.