

Book	Policy Manual
Section	POLICIES FOR THE BOARD, JUNE, 2023
Title	Copy of Copy of AUDIO, VIDEO, AND DIGITAL RECORDING OF MEETINGS
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2410 - AUDIO, VIDEO, AND DIGITAL RECORDING OF MEETINGS

The School Board believes that the education of children is a joint responsibility, one it shares with the parents of the school community. The School Board realizes it has the responsibility of protecting the rights of students in keeping and sharing student records.

The recording of meetings such as parent-teacher conferences, case conferences (i.e., IEP meetings), meetings under Section 504 of the Rehabilitation Act, discipline-related conferences and the like is prohibited unless it is necessary in order for a parent or authorized representative of a parent to meaningfully participate in the educational process and/or his/her child's IEP, or otherwise necessary to implement other parental rights under the IDEA, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended.

- A. If a parent believes that audio recording such as a meeting is necessary, s/he ~~should~~ **shall** notify Superintendent, **Principal** ~~(principal~~ or Director of Student Services or Director of Special Education) in writing, preferably at least two (2) school days before the meeting, of his/her desire to audio record the meeting and the reason the recording is required. **The** Superintendent ~~will~~ **shall** notify the parent at least one (1) school day before the meeting if s/he intends to grant or deny the parent's request to record the meeting.
- B. If the Corporation representative denies the request, s/he ~~will~~ **shall** state in writing the reasons for the denial. Authorized exceptions to the general prohibition against the audio recording of meetings typically ~~will~~ **shall** involve situations when a parent, or authorized representative of a parent, or other meeting participant has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or meaningfully participate in the educational process. The Corporation representative may ask for documentation of the existence of any such disability or language barrier. If a parent is permitted to audio record the meeting, s/he must use his/her own recording device and tapes or disks, and the Corporation similarly ~~will~~ **shall** record the meeting.

For purposes of this policy, a recording is defined as the capture of a person's individual voice through audio, **digital, or other electronic means.**

The requirements of this policy shall not be interpreted to be in conflict with the provisions of Policy 5136 – Use of Personal Communication Devices as it pertains to recordings. Nor shall the requirements of this policy be interpreted to extend to school-sponsored public events, where there can be no expectation of privacy. A school-sponsored public event is any school-related activity, whether free or at which an admission fee is charged, that members of the public may attend. These include but are not limited to athletic competition, plays, musical performances, awards ceremonies, and graduation. See Policy 9160 – Public Attendance at School Events for additional information about restrictions on recording at such events.

If the Corporation audio records meetings such as parent-teacher conferences, case conferences (i.e., IEP meetings), meetings under Section 504 of the Rehabilitation Act, discipline-related conferences and the like, the resulting recording shall become a part of the student's educational record and ~~will~~ **shall** be maintained in accordance with State and Federal law.

Cross Reference:
Policy 2461 - Recording of IEP Team Meetings/Case Conferences

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