

Book	Policy Manual
Section	POLICIES FOR THE BOARD, JUNE, 2023
Title	Copy of Copy of RECORDING OF IEP TEAM MEETINGS/CASE CONFERENCES
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#### 2461 - RECORDING OF IEP TEAM MEETINGS/CASE CONFERENCES

The recording of IEP Team meetings or case conferences is prohibited unless it is necessary in order for a parent or authorized representative of a parent to meaningfully participate in the IEP 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 an IEP Team meeting or case conference is necessary, s/he ~~should~~ **shall** notify the Superintendent, **Principal or Director of Special Education** in writing, preferably at least two (2) school days before the IEP Team meeting or case conference, of his/her desire to audio record the meeting or case conference and the reason the recording is required. The Superintendent ~~will~~ **shall** notify the parent at least one (1) school day before the meeting or case conference if s/he intends to grant or deny the parent's request to record the meeting or case conference.
- B. If the **School** 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 IEP Team meetings or case conferences typically ~~will~~ **shall** involve situations when a parent, or authorized representative of a parent, or other IEP Team member 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 IEP 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 or case conference, s/he ~~must~~ **shall** use his/her own recording device and tapes or disks, and the Corporation similarly ~~will~~ **shall** record the meeting or case conference.

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 an IEP Team meeting or case conference, 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 References

**po2410 - Audio, Video, and Digital Recording of Meetings**

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