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| Book | Policy Manual |
| Section | Volume 35, No. 2 for Board Approval |
| Title | New Policy - Volume 35, No. 2 - July 2023 - RECORDING OF IEP TEAM MEETINGS/CASE CONFERENCES |
| Code | po2461 |
| Status | |

~~New Policy—Volume 35, No. 2—July 2023~~

~~2461—RECORDING OF IEP TEAM MEETINGS/CASE CONFERENCES~~

~~{SELECT OPTION 1 OR OPTION 2}~~

~~{DRAFTING NOTE: The chosen option should correspond to the option chosen in Policy 2410.}~~

~~{OPTION 1}~~

~~{ } In order to facilitate parents' ability to fully participate in the IEP process, parents of students with disabilities ordinarily are permitted to audio record IEP Team meetings or case conferences in accordance with the procedures set forth below.~~

- ~~/ Parent(s) wishing to audio record an IEP Team meeting or case conference shall utilize their own recording device and tapes or disks and provide notice to the Cooperative prior to the date of the scheduled IEP Team meeting or case conference.~~
- ~~l If parent(s) elect(s) to audio record an IEP Team meeting or case conference, the Cooperative also shall record the IEP team meeting/case conference.~~

~~{END OF OPTION #1}~~

~~{OPTION #2}~~

~~{ } 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 the development of the child's IEP, or otherwise is 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.~~

- ~~/ If a parent believes that audio recording an IEP Team meeting or case conference is necessary, the parent shall notify the _____ **[Principal or Director of Student Services or Director of Special Education]** in writing, preferably at least two (2) school days before the IEP Team meeting or case conference, of the parent's desire to audio record the IEP team meeting or case conference and the reason the recording is required. The _____ shall notify the parent at least one (1) school day before the IEP team meeting or case conference if the Cooperative representative intends to grant or deny the parent's request to record the IEP team meeting or case conference.~~
- ~~l If the Cooperative representative denies the request, the Cooperative representative 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 shall involve situations when a parent, 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 Cooperative representative may ask for documentation of the existence of any such disability or language barrier. If a parent is permitted to audio record the IEP team meeting or case conference, the parent shall use the parent's own recording device and tapes or disks, and the Cooperative similarly shall record the IEP team meeting or case conference.~~

~~{END OF OPTION #2}~~

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

~~{ } Video recording an IEP Team meeting or case conference is strictly prohibited. **[END OF OPTION]**~~

~~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 competitions, 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 Cooperative audio records an IEP Team meeting or case conference, the resulting recording shall become a part of the student's educational record and shall be maintained in accordance with State and Federal law.~~

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Cross Policy 2410 - AUDIO, VIDEO, AND DIGITAL RECORDING OF MEETINGS
References Policy 8330 - STUDENT RECORDS