



Book	Policy Manual
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Title	New Policy - Volume 35, No. 2 - July 2023 - AUDIO, VIDEO, AND DIGITAL RECORDING OF MEETINGS
Code	po2410
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2410 - AUDIO, VIDEO, AND DIGITAL RECORDING OF MEETINGS

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

[SELECT OPTION 1 OR OPTION 2][DRAFTING NOTE: The chosen option should correspond to the option chosen in Policy 2461.]

[OPTION 1]

[x] In order to facilitate parents' ability to fully participate in the educational process, parents ordinarily are permitted to audio record meetings, such as parent-teacher conferences, case conferences (i.e., IEP meetings), discipline-related conferences and the like, in accordance with the procedures set forth below.

- A. Parent(s) wishing to audio record such a meeting shall utilize their own recording device and tapes or disks and provide notice to the Cooperative prior to the date of the scheduled meeting.
- B. If parent(s) elect(s) to audio record such a meeting, the Cooperative also shall record the meeting.

[END-OPTION 1]

[OPTION 2]

~~**[]** The recording of meetings, such as parent teacher conferences, case conferences (i.e., IEP meetings), 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 their 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.~~

- ~~1. If a parent believes that audio recording such a meeting is necessary, the parent shall notify the _____ **[Principal or Director of Special Education]** in writing, preferably at least two (2) school days before the meeting, of the parent's desire to audio record the meeting and the reason the recording is required. The _____ shall notify the parent at least one (1) school day before the meeting if the Cooperative representative intends to grant or deny the parent's request to record the meeting.~~
- ~~2. 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 meetings typically shall involve situations when a parent, 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 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 meeting, the parent must use the parent's own recording device and tapes or disks, and the Cooperative similarly shall record the meeting.~~

{END 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~~ **{END OF OPTION}**, digital, or other electronic means.

[x] Video recording of meetings, such as parent-teacher conferences, case conferences (i.e., IEP meetings), discipline-related conferences and the like, is strictly prohibited.

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

If the Cooperative audio records meetings, such as parent-teacher conferences, case conferences (i.e., IEP meetings), discipline-related conferences and the like, 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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References

Policy 2461 - RECORDING OF IEP TEAM MEETINGS/CASE CONFERENCES
Policy 8330 - STUDENT RECORDS