

**Student Educational Records****Recording of Meetings**

The District prohibits the use of audio, video or other recording devices in any meetings between District employees and parents/guardians with the exception of meetings held pursuant to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Exceptions to this prohibition will be made on a case-by-case basis and in accordance with federal and state laws. If a parent or guardian wishes to request an exception to this general prohibition, he or she must make a written request to the organizer of the meeting no later than one week prior to the meeting. The request must state the reasons why the parent or guardian believes the District should make an exception and/or why he or she believes that the use of a recording device is necessary to comply with any applicable federal or state laws. The District will provide a written response to the request prior to the scheduled meeting.

Parents and/or legal guardians will be permitted to make an audio recording of any meeting held under the Federal Individuals with Disabilities Education Act (IDEA) or Section 504 of the Federal Rehabilitation Act, including but not limited to, IEP meetings. Any such audio recording shall be the property of the parent/legal guardian creating the recording. When a parent or legal guardian creates such recording, the District will also create an audio recording of the meeting. The District requires parents/legal guardians intending to make such audio recording to give the District's Director of Special Education twenty-four (24) hours' notice prior to the meeting of their intent to record. District employees making a good faith report of a violation of this paragraph will not be subject to adverse employment action in retaliation for making such report.

Adopted: December 2010

Amended: September 2021