

Title: Recording of School Meetings

The District recognizes that recording a meeting (including certain conferences) can change the dynamics and tone of the meeting. Recording meetings can serve legitimate, beneficial, and even necessary purposes, but recordings can also be created for inappropriate reasons or used in an inappropriate manner. Due in part to the ready availability and general nature of digital and social media, the potential consequences associated with possible inappropriate use of a recording require substantial consideration. For these reasons and to the extent permitted by applicable law, the District reserves discretion to disallow or place restrictions on the recording of school meetings. However, a school meeting may be recorded following a District determination that the District is required to record or allow the recording of the meeting under any applicable law, such as for purposes of implementing the legal rights of a qualified individual with a disability or a person who has an English-language barrier.

The following guidelines and rules apply to a parent's, guardian's, student's, or other non-District participant's desire to record a school meeting that involves the attendance of, or participation by, one or more District employees:

1. A parent, guardian, student, or other non-District participant in a meeting (or any such person's representative or designee) who is acting without direct District authorization may not record any school meeting in a secretive or covert manner.
2. It is appropriate for participants in a school meeting to ask if anyone is recording or intends to record the meeting. Under some circumstances, an attendee's insistence on recording may result in the meeting being canceled or rescheduled.
3. A parent, guardian, student, or other authorized non-District participant (or any such person's representative or designee) may record a school meeting only if one of the following applies:
 - a. The other participants are informed of the desire to record the meeting and all such participants voluntarily consent to the meeting being recorded before the recording occurs. A participant may withhold their consent for any lawful reason.
 - b. The recording is made pursuant to, and in the manner expressly provided by, an individualized education program (IEP) or a similar legal document that is binding on the District.
 - c. The individual who is recording the meeting, or on whose behalf the meeting is being recorded, has (1) secured advance permission from an administrative-level employee of the

District to record the meeting and for the proposed method of recording; and (2) unless the administrator expressly exempts the individual from doing so, informed the other participants that the meeting will be recorded prior to the point that any recording takes place. To the extent any person is unsure who to contact regarding such a request, the request may be initiated with the District Administrator or his/her designee.

The school meetings addressed by this policy are intended to encompass and include meetings between any District employee(s) (or contracted agent(s) of the District) and any non-District participants that are held to address any specific student's educational program, educational progress, conduct, or student record information, as well as meetings that are held concerning any specific child's or non-employee adult's participation in District-sponsored programs and activities. Examples include, but are not limited to, formal and informal parent-teacher conferences, IEP meetings, Section 504 meetings, meetings held under the District's guidance and counseling functions, meetings related to a student's participation in co-curricular activities, meetings held to address or investigate any individual's conduct or possible discipline, and meetings held in an attempt to resolve a student or parent complaint.

This policy is not intended to apply to general school assemblies, events, presentations, or meetings that are open to the public or to a similar general audience (e.g., all relevant school families) or to any open session meeting of a governmental body of the District that is subject to the provisions of the Wisconsin Open Meetings Law.

LEG REF: Wisconsin Statutes Subchapter II of Chapter 19, §118.125, §120.13 (intro),

Federal Law 29 U.S.C. §794, 42 U.S.C. §12131 et seq., 28 C.F.R. Part 35, 34 C.F.R. Part 99, 34 C.F.R. Part 104, 34 C.F.R. Part 300, Subpart F

Policy Adopted: June 21, 2023