**Current Policy**

KKB

Audio and Visual Recording

The Board of Education prohibits the use of audio, visual or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings among district employees and between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period prior to scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

**Requested new policy**

KKB

Audio and Visual Recording

The Board of Education prohibits the use of audio, visual or other recording devices at meetings among district employees and between district employees and parents/guardians. This prohibition does not apply to conversations held within view of district security cameras.

The audio recording of a meeting held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, including but not limited to an Individualized Education Program (IEP) or 504 Team meeting is allowed when a parent, student at the age of majority, school staff, authorized representative of a parent, or IEP/504 team member engages in the following process:

1. Notifies the LEA, case-manager, principal, or parent at the beginning of the meeting of the intent to audio record the meeting;
2. Places the recording device in the center of the table in full view of school staff, the student and the parent(s); and
3. Understands that school staff, a student at the age of majority, the parent(s) or authorized representative of the parent(s) may also then record with their recording device placed in the center of the table in full view of everyone participating in the meeting.
4. For all recordings, the person recording should speak into the recorder at the beginning of the meeting and state the name of the person recording, date, time, student’s name, school’s name, and the full names of each person in attendance at the meeting.

Where these requirements are met audio recording of any meeting that falls under IDEA or Section 504 are allowed. Video recording, including recording of visual images, at an IEP/504 Team meeting is strictly prohibited.

Audio recordings of students in an IEP/504 meeting are prohibited unless a parent or a student at the age of majority give consent for educational purposes in advance of the recording.

If the school staff audio records an IEP team meeting, the resulting school recording shall become a part of the student’s educational record and will be maintained in accordance with state and federal laws. Any student at the age of majority or a parent’s recording shall not be considered part of a student’s educational record.