

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**342.13 - Rule**

**PROCEDURES FOR RECORDING PARENT MEETINGS**

The District prohibits the use of audio, visual, and other recording devices at meetings between district employees and parents/guardians when the purpose of the meeting is to identify the educational needs and select appropriate educational services for a student. Any parent/guardian, student, or employee who will be a participant in such a meeting may request an exception to this prohibition in accordance with the following procedures:

1. The student, parent/guardian or district employee scheduled to participate in a meeting shall provide written notice to the building administrator requesting permission to record the meeting.
2. A request to record a meeting shall be made at least two weeks prior to a meeting.
3. The request shall state the reason for the request and include documentation from a qualified professional that is sufficient for the administrator to determine that the requester is eligible for a reasonable modification of the meeting format to ensure full and meaningful participation in the meeting. To be eligible, the requestor must be a qualified person with a disability or person with a language barrier. The disability or language barrier must be related to the participation limitations.
4. The administrator, with the assistance of other district personnel with applicable expertise, shall schedule and conduct an interactive meeting with the requester, and the parent/guardian if the requester is a minor student, to discuss eligibility for a modification of the meeting format and explore alternatives for a reasonable modification based on the requester's disability or language barrier.
5. Insufficient or no documentation of the Requester's eligibility for a reasonable modification of the meeting format shall result in a denial of the request to record the meeting(s).
6. If the request is approved, the district will audio-record the meeting and maintain the recording as a student record in accordance with legal requirements. The parent/guardian of a minor student shall agree to sign a statement that the recording shall be for private use by them or their attorney; that they shall not allow anyone else to use or listen to the recording; and that they will not distribute copies of the recording to any other person(s).
7. If the District Administrator approves a request for the video-recording of a meeting special arrangements shall be made to ensure the recording is accurate, comprehensible, and available to both the requester and the district.

Approved (WASB): April 25, 2011