

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

**342.13**

**RECORDING OF PARENT MEETINGS**

The Dodgeland School Board recognizes that meetings between district employees and parents/guardians, including a student when applicable, must be conducted in a manner that promotes the free and open exchange of information in order to successfully identify educational needs and select appropriate educational services for a student. The Board supports the use of a discussion format that fosters a cooperative effort and builds trust among all meeting participants for the purpose of reaching positive outcomes that are in the best interest of the student. Accordingly, the use of audio, visual, and other recording devices at meetings between district employees and parents/guardians shall be prohibited.

This prohibition applies to meetings held in accordance with state and federal legal requirements regarding students who have been identified, or are in the process of being identified, as having a disability or handicap. The prohibition also applies to meetings held regarding students in need of accommodations, program or curricular modifications, or other special considerations regardless of the nature or severity of the need, and even if they are not covered under the district's special education or section 504 policies and procedures.

Exceptions to this prohibition may be made when a parent/guardian, student, or employee scheduled to participate in a meeting can demonstrate that a recording is necessary for the person to fully understand the proceedings and/or to meaningfully participate in the meeting process. The person must be a qualified person with a disability under Section 504 or a person with a language barrier, and must document that the disability or language barrier would preclude equal access and full participation in such a meeting.

The audio-recording of a meeting shall be permitted if requested and approved as a reasonable modification in accordance with established procedures. The district considers video-recording to be an obtrusive and disruptive way to record meetings, and shall allow video-recording only with the consent of all meeting participants.

Other exceptions to the recording restrictions contained in this policy and related procedures shall only be authorized by the District Administrator in extenuating circumstances.

When the district audio-records or video-records a meeting in accordance with this policy, the recording shall be maintained as part of the student's educational record and shall be subject to applicable state and federal confidentiality legal requirements.

LEGAL REF.:     Section    118.15   Wisconsin Statutes  
                  Individuals with Disabilities Education Improvement Act (IDEA)  
                  Section 504 of the Rehabilitation Act of 1983 (as amended)  
                  Americans with Disabilities Act  
                  Family Educational Rights and Privacy Act

CROSS REF.:     342.13 – Rule, Procedures for Recording Parent Meetings  
                  342.1, Programs for Students with Disabilities  
                  342.9, Section 504 Policy  
                  342.9 – Rule, Section 504 Implementation Procedures  
                  347-Rule, Guidelines for the Maintenance and Confidentiality of Student Records

Approved (WASB): April 25, 2011