

# Pennsbury School District

## School Board Policy

Effective Date	Supercedes Index No.	Index No.
<b>11/12/15</b>	<b>New</b>	<b>903.5</b>

**Title:** Audio, Video, or other Electronic Recording of Non-Public Meetings

**Purpose:** Increasingly, educational planning for children is becoming a collaborative partnership between parents and educators. Meetings involving teachers, program specialists, administrators, and parents are often necessary, sometimes required by law. Whether the occasion is a meeting of the Individualized Educational Program (“IEP”) team of the child or a simple parent-teacher conference, the exchange should consist of a frank, open, and respectful discussion and exchange of ideas without fear or suspicion among the participants.

Recording such meetings, by whatever means, often corrupts the atmosphere of trust and respect that encourages candid and thorough discussion of issues and concerns. Participants in a recorded discussion are more likely to feel as though they are under suspicion of wrong-doing. They are thus more likely to guard their words and refrain from sharing ideas that might benefit the child. The purpose of this policy is to protect the atmosphere of respect and candor that should characterize the meeting of parents and educators, in the interest of the children they have in common.

**Definitions:** As used in this policy, the term “parent” shall include a biological or foster parent or legal guardian of the child, a person acting as a parent of the child, or any advisor or representative acting on behalf of any person identified herein as a parent.

**Policy:** The recording of all meetings among parents and teachers, paraprofessionals, program specialists, consultants, or administrators is prohibited. Attempts to record a meeting after the school employee responsible for the meeting has verbally prohibited it will result in the immediate termination of the meeting and could result in the ejection of the offending party from school premises and prosecution for any secretive or nonconsensual audio recording.

Circumstances under which recording is permitted.

Recording of meetings otherwise prohibited above shall be permitted when:

1. The participant who seeks to record the meeting presents, at least five days prior to the meeting or as soon as possible beforehand if five days is impossible, documentation substantiating that he or she has a disability that significantly limits his or her ability to understand meaningfully the information to be discussed at the meeting or to participate meaningfully in any decision-making that the meeting is intended to accomplish, provided, however, that recording in the manner requested constitutes the only feasible means of accommodating the limitation; or
2. A person with a legitimate educational interest in attending the meeting is, for good cause, unable to do so, and recording the meeting in the manner requested constitutes the only feasible means by which that person can understand meaningfully the information to be discussed at the meeting or participate meaningfully in any decision-making that the meeting is intended to accomplish.

Rule of construction

The exceptions enumerated in this policy shall be strictly and narrowly construed. Whenever possible, the school employee responsible for the meeting shall apply the general rule prohibiting recording.

Recording by responsible school staff

When recording requested by a parent is permitted under any exception enumerated in this policy, the school employee responsible for the meeting shall make arrangements to record the meeting by similar means. Such recording shall be part of the education record of the child, subject to all laws pertinent to such records.

**Responsible  
Administrator:** Director of Special Education