

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Audio and Videotaping of Meetings Policy

Policy SS-22

It is the policy of the Indiana School for the Blind and Visually Impaired (ISBVI) that a meeting conducted by the ISBVI and involving a parent and school personnel, including a parent-teacher meeting or a case conference committee meeting, shall not be audiotaped or videotaped by any participant except where the Superintendent or the Superintendent's Designee has approved such a recording.

The Superintendent or the Superintendent's Designee shall approve the recording of such a meeting only where:

1. A recording is a necessary and reasonable accommodation for a parent to understand the meeting or to secure other parental rights afforded the parent under the Individuals with Disabilities Education Act, Article 7, or any other federal or state law.
2. Federal or state law requires the taping of the meeting.
3. The ISBVI and the parent jointly agree to tape record a meeting.

A recording of such a meeting shall not be authorized where the recording is merely a convenience for a party or a party's preference.

In the event where the ISBVI records, either by audio or video means, a meeting with respect to a student where personally identifiable information regarding such student was discussed, a copy of the tape shall be maintained in the student's education record in accordance with the requirements of federal and state law.

This policy does not apply to extracurricular activities, convocations, graduation ceremonies, or similar events that are generally opened to all. This policy applies only to a meeting between a parent and school personnel where personally identifiable information involving the parent's child will be discussed.

ISBVI Policy SS-22

Approved by the ISBVI Board: 3/19/12

Reviewed and Approved: 10/21/13, 10/22/18, **10/25/21**

ISBVI Superintendent: _____ **Date:** _____

ISBVI Board Chair: _____ **Date:** _____