

## AUDIO OR VIDEO TAPING CONFERENCES

### POLICY

Meetings such as parent-teacher conferences, case conferences, 504 Plan conferences, discipline conferences, etc may be **audio-taped** with the permission of the Building Administrator, and/or Director of Special Education. In turn, East Central Indiana Special Services may also audiotape a meeting or conference.

Any audiotape made by the school or Co-op will become part of the student's file and is governed by the requirements of the Family Educational Rights and Privacy Act (FERPA).

In making a decision whether a meeting is to be audio taped, the Building Administrator and/or Director of Special Education will consider the following:

- the importance, to both parents and the school/co-op, of having a verbatim record of the meeting
- the ability or inability of all necessary parties to be present in person or by phone
- the length and complexity of the meeting
- past dissatisfaction with written notes from prior meetings
- any other circumstances which have a direct bearing on the quality/success of the meeting

Case conferences, annual case reviews and parent teacher meetings will **not** be **videotaped** under any circumstances.