

**SCHOOL DISTRICT OF BAYFIELD****ELECTRONIC TAPING**

A cooperative effort among students, family, primary caregiver, staff and community is essential to the educational process. Therefore, any electronic taping/digital recording of meetings, including but not limited to, staff meetings, parent meetings, telephone conferences, IEP meetings, and staff in-service activities by staff shall only be conducted with the knowledge and consent of all participants.

Parents may tape IEP meetings and other meetings related to their child's educational program and the district shall also tape the meeting. The tape shall be maintained as a pupil record and shall be subject to all confidentiality and pupil record policies.

Consultants and guest speakers occasionally retain copyrights of their presentations and materials. Therefore, written consent for taping shall be secured prior to any taping of presentations by consultants and speakers.

CROSS REFERENCE: Policy 347-Student Records

LEGAL REFERENCE: Section 118.125, Wisconsin Statutes

APPROVED: June 9, 2008