

Da Vinci Schools

Board Policy and Procedures

RECORDING INDIVIDUALIZED EDUCATION PLAN AND SECTION 504 MEETINGS

Parents have the right to audio record their child's Individualized Education Plan (IEP) meetings. There is not a right to video record IEP meetings or audio record any other meeting with school staff outside of an IEP meeting (i.e., teacher conference, principal meeting, etc.). The parent/guardian or Da Vinci Schools must notify the members of the IEP team of their intent to audio record a meeting *at least 24 hours prior to the meeting*. If Da Vinci Schools initiates the notice of intent to audio record an IEP meeting and the parent/guardian objects or refuses to attend the meeting because it will be audio recorded, the IEP team meeting shall not be audio recorded. (Cal. Educ. Code Section 56341.1(g)(1)).

Generally, Da Vinci Schools does not audio record IEP meetings unless parent/guardian has provided the legal notice of their intent to make their own audio record the IEP meeting. Da Vinci Schools is not required or legally obligated to audio record an IEP meeting even upon parent request. If Da Vinci Schools audio records an IEP meeting, the audio recording becomes an educational record and is subject to the 5-business-day educational records request under Cal. Educ. Code Sections 49069.7 and 56504 and FERPA (20 U.S.C. Section 1232(g)).

While there is not a separate right under Section 504 for parents to audio record Section 504 meetings, Da Vinci extends the same opportunity and notice requirements for audio recording IEP meetings to Section 504 meetings for its students.

Approved and adopted by the Da Vinci Schools Board on October 22, 2025.