

LWCS Operations

Prohibition on Recording Parent–Staff Meetings

LWCS Policy #-----

Adopted and Effective: _____

This is the Policy on Prohibition of Recording Parent-Staff Meetings of Lake Wales Charter Schools, Inc. (hereinafter, “LWCS” or the "School"). This policy is implemented to comply with the requirements of Florida’s Wiretap Act, the Family Educational Rights and Privacy Act (“FERPA”), and other applicable state and federal laws.

I. DEFINITIONS. For purposes of this Policy, the following definitions apply:

- a. “Recording” means the capture, memorialization, or reproduction of a person’s voice, image, likeness, or statements, whether audio, video, photographic, digital, or electronic in nature, including but not limited to recordings made through audio or video devices, cameras, smartphones, smart watches, tablets, computers, personal communication devices, artificial intelligence–based meeting note-taking or transcription applications, or other similar technology.
- b. “Parent–Staff Meeting” means any meeting, conference, conversation, or interaction—whether formal or informal, scheduled or unscheduled—in which student-specific information is discussed and that involves one or more School personnel and any parent, guardian, advocate, attorney, representative, family member, or other third party. This definition applies regardless of who convenes the meeting and applies equally to whether the meeting occurs in a physical or virtual location.
- c. “School Personnel” means any employee, contractor, agent, or representative of the School, including administrators, teachers, support staff, and service providers.
- d. “School-Sponsored Public Event” means a school-related activity, whether free or ticketed, that members of the general public are permitted to attend and at which there is no reasonable expectation of privacy.

II. POLICY. Recording of parent–staff meetings is strictly prohibited. This prohibition includes audio recording, video recording, photographic recording, live-streaming, screen capturing, or use of artificial intelligence-based note-taking or transcription applications. Unauthorized recording may also constitute a violation of Florida’s Wiretap Act, section 934.03, Florida Statutes, which generally prohibits the interception or recording of oral communications without the consent of all parties.

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Nothing in this Policy alters or expands the requirements of section 934.03, Florida Statutes, which independently governs the recording of oral communications.

No participant may record a parent–staff meeting using a personal device or third-party technology unless expressly permitted under this Policy.

This prohibition applies equally to in-person and virtual meetings, including the use of platform-based recording, transcription, or screen-capture functions.

III. RECORDING ON SCHOOL CAMPUSES AND PROPERTY. Recording in non-public areas of the School campus—including classrooms, hallways, offices, conference rooms, car lines, buses, and other common or transitional areas—is prohibited in order to protect student privacy, safeguard confidential educational records, and maintain safety and order.

IV. SCHOOL-SPONSORED PUBLIC EVENTS. This Policy does not apply to School-Sponsored Public Events where there is no reasonable expectation of privacy, including but not limited to athletic competitions, plays, musical performances, awards ceremonies, and graduation ceremonies. This exception does not apply to meetings or discussions involving student-specific information.

V. LIMITED EXCEPTIONS AND ACCOMMODATIONS. Recording may be permitted only:

- a. When required as a reasonable accommodation under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act (IDEA), or
- b. To address a documented language barrier that would otherwise preclude meaningful participation in either:
 - i. the meetings required for Exceptional Student Education, including but not limited to the Individualized Education Plan (IEP) meetings; or
 - ii. the relevant planning of the student’s education.

Any approved recording shall be conducted solely by the School using School-designated equipment, and any recording shall be treated as an education record subject to applicable law.

If a parent or legal guardian believes that recording a parent-staff meeting related to Exceptional Student Education services is necessary, she or he should notify the Principal in writing, at least two (2) school days before the meeting, of her or his desire to record the

meeting and the reason the recording is required. The Principal, Exceptional Student Education Director, Student Services Director, or their respective designee(s) may ask for documentation of the existence of any such disability or language barrier. The Principal, Exceptional Student Education Director, Student Services Director, or their respective designee(s) will notify the parent or legal guardian at least one (1) school day before the meeting if she or he intends to grant or deny the parent's request to record the meeting.

VI. ENFORCEMENT AND CONSEQUENCES. Any individual who violates this Policy may be directed to immediately cease recording and may be required to leave the meeting or School campus. Violations may result in administrative action, issuance of cease-and-desist directives, revocation of campus access privileges, or trespass notices. A violation of this Policy does not invalidate actions or decisions made during the meeting.

VII. NOTICE AND IMPLEMENTATION. This Policy shall be communicated to parents and guardians through handbooks, posting on the School's website, inclusion with meeting notices, or other reasonable means. Staff shall be notified through internal communications and the staff handbook.

STATUTORY AUTHORITY: 1001.32, 1003.02, 1002.20, Fla. Stat.

LAWS IMPLEMENTED: 34 C.F.R. §§ 300.322, 300.501; 316.305, 847.0141, 1003.57, Fla. Stat.; section 934.03, Fla. Stat.

STATE BOARD OF EDUCATION RULES: 6A-6.03311

ADOPTED XX/XX/2026