

Non-Instructional/Business  
Operations

**SUBJECT: RECORDING OF CONVERSATIONS**

The Port Jervis Board of Education recognizes the fact that at certain times it may be appropriate to have a taped recording of events. Prior to the initiation of such recording, either by tape recorder, video recorder, cell phone, or other means, BOTH parties must be aware that their conversations will be recorded.

This Policy applies to students, parents, staff, administration, and visitors of the Port Jervis School District while on School District Property and/ or while conducting any school-related business off site. In conformity with the definition used elsewhere in District By-Laws, Port Jervis School District Property will include school property, in District vehicles, in school buildings, or at school sponsored activities or settings under the control and supervision of the District, regardless of location. This Policy will apply to, but not be limited to, all Hearings, Special Education Meetings, Board Meetings and Workshops, Disciplinary Meetings, Parent Meetings, as well as any meeting between staff and supervisor.

Adopted: 03/06/07