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## MAKING COMMUNITY CONNECTIONS CHARTER SCHOOL

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### PHOTOGRAPHY AND AUDIO OR AUDIO-VISUAL RECORDING POLICY EEAA

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Making Community Connections (MC<sup>2</sup>) Charter School recognizes that video and/or audio recordings (“recordings”) can serve many valuable purposes that align with our schools’ educational mission and programming. The MC<sup>2</sup> Board of Trustees approves the use of these recordings for educational purposes including, but not limited to, recording student performances for instructional purposes; creating instructional materials; and providing tools for teacher instruction and development.

From time to time, photograph and/or video/audio recordings are made of various school/program activities and classes which may be displayed on MC<sup>2</sup>’s web site or in an MC<sup>2</sup> program print or electronic publication. These may also be used within MC<sup>2</sup>.

Students may appear visually and/or be heard. On occasion, individual students or small groups of students may be featured in interviews, on-camera discussion, program activities, etc. These students may be identified by name; however, only first names will be used on the screen when individual students are shown unless MC<sup>2</sup> secures written permission from a parent/guardian/adult student to use a last name.

Additionally, photos student artwork, projects or performances may be displayed or shared. Student produced work (print or non-print) may be used by MC<sup>2</sup> in the course of instruction, accreditation, presentation, and action research.

MC<sup>2</sup> requires the written consent of the student’s parent/guardian or the adult student before a student may be photographed or recorded (either auditory or visual.)

#### **A. Consent Required for Classroom Recordings**

Unless otherwise permitted by law, the following conditions apply to recordings in classrooms.

1. If a teacher intends to create a recording of a class/learning experience, including one or more students, prior written consent must be obtained from the parent/legal guardian of each affected student in the class.
2. If a student or administrator wishes to create a recording of a teacher, student or a class/learning experience, prior written consent must be obtained from the affected teacher and the parent/legal guardian of each affected student.

#### **B. Circumstances Under Which Written Consent is Not Required**

1. Written consent is not required for video and/or audio recordings made pursuant to a student’s IEP or 504 Plan, when the IEP or 504 Team determines that such recording is necessary for the delivery of a free appropriate public education (FAPE). In such cases, the IEP or 504 Team is expected to establish reasonable conditions and limitations reasonably necessary for the student to receive a FAPE.
2. School recordings of school grounds and facilities for security or other purposes.
3. Recordings made in compliance with the District’s FERPA Annual notice.

#### **C. Circumstances Under Which Parents may Refuse Consent**

Parents/guardians/adult students may refuse release of photos/recordings (auditory or visual) for publicity or publication on MC<sup>2</sup>’s web site provided that a written request is received by the MC<sup>2</sup> School Leader or MC<sup>2</sup> CEO,

#### **Legal Reference:**

**RSA 189:68, IV**

Date Adopted: February 15, 2016