School Board Executive Summary

Topic: Board Policies for Review: 3105, 7210

Date: November 2, 2026

Presented by: Nick Lesiak, In-House Legal Counsel

WESTSIDE COMMUNITY SCHOOLS
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Recommended Action:

- ☐ Information Only
- ☐ Presentation/Discussion
- ☐ Discussion/Action by Board of Education
- ☑ Presentation/Action Next Meeting

Recommendation: None at this time. Presenting one new policy and revisions to one existing policy for board discussion and consideration. Policies will be presented again for approval on November 16, 2026.

Background: The Board of Education and the District adhere to a regular policy review process to ensure: timely and appropriate updates to existing policies; the implementation of new policies as warranted; the elimination of outdated / conflicting policies; and grammatical / language revisions as needed. Revisions to both policies reflect minor revisions to standardized terms.

#3105 - Audio and Video Recording *(Business)* - proposed new policy

#7210 - Soliciting Funds from School Personnel and Pupils *(Community Relations)* - revisions to existing policy

Attachment(s): Policies 3105 and 7210

TOPIC CATEGORY: **BUSINESS**
NUMBER CATEGORY: **3000**
TITLE: **AUDIO AND VIDEO RECORDING**
NUMBER: **3105**

Students, staff, parents/guardians, and patrons should assume that any class or activity on or in ~~school~~District property may be recorded by the District for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of any District building or on the grounds outside of any District building. Recordings permitted pursuant to this Policy may only be used for authorized purposes and may not be republished without additional, written consent from the superintendent, or his or her designee. For purposes of this Policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on District property unless authorized by the superintendent, or his or her designee.

Recordings Made by The District. The District may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the District. The District may not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the District may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of District activities in a non-disruptive manner including things like athletic contests and Board meetings to the extent permitted by law unless otherwise lawfully restricted by District staff. Parents/guardians or patrons may not make recordings if they are volunteering or visiting District property during the school day without permission of the administration or supervising staff member and subject to this Policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 plan. Violation of this Policy may result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from District property, loss of volunteer privileges, or other restrictions deemed appropriate by the superintendent, or his or her designee.

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and District-sponsored activities without prior administrative approval only for legitimate educational purposes and only on District-issued devices. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal~~,~~ or privacy or one-party consent recording laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

Recordings Made by Students. This Policy applies to students during the school day on District property; when being transported to and from District activities or programs in a vehicle owned, leased, or contracted by District being used for a District purpose by a District employee or by his or her designee; or at a District-sponsored activity or athletic event. Students may make recordings of District activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the District community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (*e.g.*, AngelSense) must be approved by the student's education team or administration. Students remain subject to all other District policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

POLICY ADOPTED:

TOPIC CATEGORY: **COMMUNITY RELATIONS**
NUMBER CATEGORY: **7000**
TITLE: **SOLICITING FUNDS FROM SCHOOL PERSONNEL ~~AND PUPILS~~**
NUMBER: **7210**

~~School~~ District personnel ~~and pupils will~~may be solicited each year to contribute to the United Way/CHAD Campaigns. ~~The Board of Education endorses fair share giving for staff members.~~ The Superintendent or designee will direct the campaign. Any other ~~d~~District-wide solicitation of ~~school~~ District personnel must be approved by the Board ~~of Education~~. Solicitations or other fund-raising campaigns at individual schools, organized by recognized school-community organizations (e.g. Community Clubs, Westside Community Council, etc.) or District-sponsored clubs or activities may be allowed, with coordination between and oversight from the applicable building principal or his or her designee.

~~School~~ District personnel may also be notified of opportunities to participate in other community charitable organizations, provided that the Superintendent of Schools has given prior approval.

POLICY ADOPTED: April 3, 1973
POLICY AMENDED: November 4, 1985
POLICY AMENDED AND ADOPTED: September 8, 1987
POLICY AMENDED: November __, 2026