

**Virgin Islands'
Department of
Education**

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St. Thomas, VI 00802
340-774-0100




**THE VIRGIN ISLANDS DEPARTMENT OF
EDUCATION**

POLICY NAME	Recording of Disciplinary Hearings			POLICY NO.	V1- 10.07.2025
EFFECTIVE DATE	October 7, 2025	DATE OF LAST REVISION		VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Office of Legal Counsel/Office of the Commissioner	CONTACT INFORMATION	340-774-0100		
APPLIES TO Apply group names to define applicable areas of staff. (I.e: stx employees, HR department, IT, entire stf-stj personnel)					
GROUP 1	All VIDE Administrators	GROUP 2	All VIDE Faculty	GROUP 3	All VIDE Staff
GROUP 4	All VIDE Personnel	GROUP 5	All VIDE Students	GROUP 6	All Parents of VIDE Students

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Commissioner of Education			

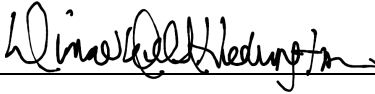
APPROVAL AND REVIEW

Legal Counsel



Date: October 7, 2025

Commissioner



Date: October 7, 2025

SCOPE

This policy applies to Virgin Islands Department of Education (VIDE) administrators, faculty, staff, personnel, students, and parents of VIDE students.

POLICY STATEMENT

Describe the policy and the reason for the policy.

This policy prohibits the unauthorized recording of any and all disciplinary hearings, meetings or related proceedings. Unauthorized recordings may compromise the privacy rights of participants, breach confidentiality obligations, and undermine the integrity of the disciplinary process. This restriction applies to all forms of electronic recording devices, including but not limited to mobile phones, tablets, laptops, or other audio/video equipment.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
GVI	Government of the Virgin Islands
VIDE	Virgin Islands Department of Education

POLICY SECTIONS

PURPOSE

To maintain the integrity, confidentiality, and fairness of all disciplinary proceedings conducted by the Virgin Islands Department of Education (VIDE).

NOTIFICATIONS

All VIDE personnel will receive a copy of this policy annually. This policy supersedes all previously written memorandums and policies. The Department reserves the right to rescind and/or amend this and all Department policies at any time, with or without notice.

PROCEDURES

The Virgin Islands Department of Education (VIDE) strictly prohibits the individual recording (audio, video, or otherwise) of any disciplinary hearing, meeting, or related proceeding by employees, students, parents, or other participants.

An official record of the proceedings will be maintained by authorized VIDE personnel to ensure accuracy, confidentiality, and compliance with applicable laws and departmental policies. A copy of the official recording may be requested. If the employee is represented by a union, the request for a copy must be submitted through the Union President. Please allow a minimum of **five (5) business days** for the Department to furnish a copy following receipt of the request.

EXCEPTIONS

Exceptions to this policy may only be granted **in writing** by the Commissioner of Education, the Superintendent, or the Human Resources Director **prior to the commencement** of the hearing, and only for official or legally required purposes.

RELATED POLICIES, LOCAL/FEDERAL STATUTES, AND OTHER REFERENCES

Adapted From:

- Family Educational Rights and Privacy Act (FERPA)
- Virgin Islands Department of Education Technology and Internet Use Policy (TIUP)
- Virgin Islands Department of Education Employee Handbook

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Office of the Commissioner	Creation of the policy
Office of Legal Counsel	Input for legal sufficiency
VIDE Commissioner	Approval of the Policy

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Policy	Office of the Commissioner		
Input	Keila Belt, Esq., Legal Counsel		
Approval	Commissioner Dionne Hedrington-Wells		

Signature: 

Email: dionne.wells@vide.vi