

## STAFF PERSONNEL 400 Series

### Use of Surveillance Monitors on School Bus Code No. 411.12

Surveillance cameras to monitor student behavior may be used on a random basis, or at the request of the school administration or a bus driver if student behavior problems have been observed or reported.

Regular route yellow buses will have video and audio monitoring capability which is designed so students will not know when monitoring of behavior is occurring. The superintendent or his/her designee will determine how video and audio monitoring equipment will be used and which buses will be subject to monitoring. A sign will be displayed on the bus stating surveillance equipment may be used.

Video and audio-tape records will be retained for a minimum of fourteen (14) days before they are erased or again used. Viewing of video-tapes may be done on a random basis or as a result of a complaint or allegation about a specific incident involving student behavior while riding a bus.

Video and audio tape records will be preserved as evidence of student misconduct for as long as deemed necessary by school officials and may be used to determine appropriate disciplinary action for student misconduct.

Since video and audio-tape records are considered to be confidential student records which contain personally identifiable information they are covered by the Family Educational Rights and Privacy Act (FERPA). Only persons with a legitimate need to know, such as school officials, including the superintendent, principals, and transportation director, or the bus driver involved, will be authorized to view video-tapes. A log of the persons viewing and the time of viewing will be kept for all video and audio tapes which will be retained for at least as long as the video and audio tape records exist. Parents may view only those portions of video and audio tape records related to a complaint about the conduct of their child when it is being considered for use as evidence of misconduct.

Video and audio-tape records will not be used for the purpose of evaluating job performance of bus drivers, since previously existing methods for evaluation have proved adequate. However, if in the normal or routine course of examining video or audio tape records, conduct of a bus driver is observed which demonstrates an act for which discipline may be administered, the video and audio tape record may be used as evidence to document the misconduct for possible disciplinary action.

The superintendent or his/her designee shall be responsible for ensuring the security of video and audio surveillance equipment and tapes.

Legal References: FERPA

Adopted: 09/15/97  
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