

Book	Policy Manual
Section	700 Property
Title	School Building and Grounds Security Monitoring
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Purpose

The Board recognizes the need to enforce standards of conduct for the safety of students, staff and visitors. The use of a video recording is intended to assist the administration in the safe and orderly operation of the district, including observing conduct; preventing and addressing violations of federal, state, or local laws, Board policies or school rules; maintaining physical security and safety; and reviewing and releasing video recordings when necessary or required for disciplinary, civil and/or criminal matters.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

The Superintendent or designee shall be responsible for the oversight of the video system and video media. The video system and media shall remain in the possession of the Superintendent or designee provided that administrators may be authorized in writing by the Superintendent or designee to extract, review and/or maintain the video media. The Superintendent or designee shall oversee the implementation of this policy and any necessary procedures for the videotaping of district schools and property.

Guidelines

The Superintendent or designee shall have the authority to determine the district's video monitoring needs.

Video recorders may be placed in and around any and all district property. All students, staff and visitors are subject to being videotaped on district property, including inside and around district

schools, at any time. The district does not record audio except as specifically designated on district school buses and vehicles. Notification to students, parents/guardians and staff will be made through district communications or visible notice in/on all buildings or property equipped with video monitoring.[3]

The Superintendent or designee may review the video media as necessary, including periodic reviews, and in response to allegations of improper conduct. If an incident is reported, the video may be reviewed and extracted if necessary and useful. If an incident is captured on video and extracted prior to being overwritten, the tape may be preserved by district officials for internal purposes and may be disclosed to law enforcement for conduct that may be criminal. If no such incidences are reported and the video is not requested or extracted, the video media will typically be recycled and overwritten within forty-five (45) days.

The video media is intended for the safe and orderly operation of the district. Video media is not intended for general viewing by a student, employee, parent/guardian, or the public and shall not be made available for general viewing purposes; nor is the video media intended to relieve district personnel of their responsibilities for submitting disciplinary reports and/or written statements.

Staff and students are prohibited from tampering, or otherwise interfering with, video media, camera equipment, and/or any records related to school monitoring and/or the implementation of this policy. Violators will be subject to disciplinary action, up to and including termination.[4][5]

Review and Release

Video media may be viewed only with the proper written authorization of the Superintendent or designee. All requests must be made through the Superintendent or designee. In no event shall video media be reviewed or released in any manner without explicit authorization of the Superintendent or designee, unless otherwise required by law.

The district shall comply with applicable laws, regulations and Board policies relating to the maintenance, disclosure and destruction of records. Video recordings may be reviewed and used in the context of student, employee, contractor or visitor misconduct.[6]

Video recordings may be considered part of a student's education record if the recording relates directly to a student, has been extracted and is being centrally maintained by the district for educational or disciplinary purposes. Such recordings shall be maintained in accordance with laws, regulations and Board policies governing access, review and disclosure of student records.[7]

In the event of use, or proposed use, of a video media in connection with a student disciplinary proceeding, confidentiality considerations shall be enforced. Only those relevant portions of the video media shall be subject to review and/or admitted into evidence, and any such review/use shall comply with the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations and any other applicable law. The district shall not be required to modify or alter a video recording in order to facilitate a request for disclosure.

The video media may be subject to review and release to law enforcement personnel, if duly requested in writing by police, other members of law enforcement, or other individuals, or permitted by law or pursuant to a subpoena. If applicable, the notice requirements for the release of an education record pursuant to a subpoena shall be followed.

Replaces Policy 3029 - School Building and Grounds Security Monitoring adopted October 23, 2017 and revised February 25, 2019