

Administrative Procedures Video Cameras on Transportation Vehicle

The North Santiam School District Board, having carefully weighed and balanced the rights of privacy of students and staff against the District's duty to maintain order and discipline, finds that it is appropriate to provide for the use of video cameras in its transportation vehicles.

1. The District shall notify its students and staff that video surveillance may occur on any school transportation vehicle. The District shall incorporate said notice in the next printing of its staff/student handbook.
2. The use of video camera equipment on transportation vehicles shall be supervised by the District Transportation Contractor.
3. Parent and Student Rights
 - a. The North Santiam School District shall maintain the videos in keeping with the requirements of confidentiality and in accordance with state and federal regulations.
 - b. Upon the director receiving a request to view the video tape, the parents will have the right to view the tape.
 - c. Parents will be notified that the video cameras are in use on the busses.
4. Storage
 - a. All video tapes are the property of North Santiam School District. Tapes are stored at the transportation office and can be requested for viewing by parties as described.
 - b. Tapes will be rotated for taping over the previous days' record, using five tapes so that there will be an accumulation of no more than five school days of transportation. If a tape is pulled for a review, another will be inserted into the cycle.
 - c. Video recordings held for review of student or staff incident will be maintained in their original form pending resolution. The tape will then be either released for erasure or retained as necessary, as a part of the student's behavioral record and/or employee's personnel record, in accordance with the established district procedures.
5. viewing Request
 - a. Requests for viewing can only be made by bus drivers, school administrators, transportation representatives, or parents/guardians.
 - b. Requests for viewing can only be made with the intent to observe a given problem or situation, and work toward a solution.
 - c. The bus driver and driver's supervisor will have the option of viewing the video first.
 - d. Requests should be made through the Transportation Contractor.

6. viewing

- a. Actual viewing can only be done at school-related sites: transportation office, schools, and/or the North Santiam School District Office.
- b. A written log will be maintained of those who view the tapes, the date of viewing, the date the video was taped, the bus videotaped, and the signature of the viewer.
- c. All viewing will include the bus supervisor or school administrator.
- d. Upon viewing a given situation, if the viewer feels the situation needs further attention, the carrier's supervisor and school administrator should be notified immediately.
- e. If necessary, a meeting will be requested between parties involved.

7. Installation (from OAR 581-53-517(46)(a)-(f))

Video surveillance cameras may be installed inside or on the forward bulkhead (header) above the windshield in compliance with the following requirements:

- a. Surface mounted camera/camera housing/video recording devices or those extending into the passenger compartment shall be mounted as close as practicable directly above the driver, but not to extend into the area directly forward of the aisle beyond the existing 6"x30" rear view mirror, or the installation complies with all of the following:
 - (1) The camera/recorder/housing extends into the passenger compartment no more than 9";
 - (2) Extends down from the ceiling no more than 5";
 - (3) Is no wider than 5";
 - (4) Is located as close as practicable to the mid-point of the header at the highest possible position.
- b. If camera/camera housing or video receiving device extends into the passenger compartment all edges must be rounded and/or protected with enclosure of shatterproof construction;
- c. Flush mounted camera systems (no extension into passenger compartment) may be mounted in any desired position on the bulkhead;
- d. Camera/camera housing must be adequately secured to the bulkhead or ceiling in a manner to prevent separation from the vehicle in the event of a collision or mishap. Securement system shall be capable of withstanding a force of 5,672 Newtons applied from any direction without separation from the bus;
- e. Camera mounting design must allow ready access for camera and video recording medium removal;
- f. All electrical connections shall be made with UL approved wiring and protected by grommets any place it passes through metal panels.

NOTICE TO STUDENTS AND PARENTS REGARDING THE USE OF
VIDEO RECORDERS ON SCHOOL BUSESSES

The District has installed video recording equipment on all school busses to monitor school transportation and will be videotaping bus routes at random during the upcoming school year. Each bus has been equipped with a video monitor box, in which a video recording device may be installed. Students will not be notified when a recording device has been installed on their bus.

Tapes may be used as documentation of student misconduct. Students found to be in violation of the District's bus conduct rules, as contained in the student handbook, shall be notified and disciplinary action will be initiated under the guidelines contained in the District's discipline procedures for district-approved student transportation.

Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines shall apply:

1. Tapes shall remain in the custody of the transportation office;
2. Parents or students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set out in the Student Records Management Policy (JO/JOA);
3. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

ACKNOWLEDGMENT

I understand and acknowledge the District's procedures concerning the use of video recorders on school busses. I also understand that my student, shall be held accountable for his/her conduct on District transportation and for the consequence outlined in the District's discipline procedures for district-approved student transportation.

Parent/Guardian

Date