

PATTONVILLE SCHOOL DISTRICT

EPS Code: JFCC-R (EEACC)

District Code. New

STUDENT CONDUCT ON SCHOOL BUSES; VIDEO MONITORING PROGRAM PROCEDURES

Recording of the interior of Pattonville buses normally occurs on a random basis and neither the bus driver nor student(s) know when they are being taped. The purpose of the video monitoring program on Pattonville School buses is to enhance appropriate bus behavior. It is not designed to embarrass or ridicule.

Tapes from the video monitoring program are the property of the Pattonville School District and are for internal use. In most cases, the videotapes are viewed only by the director of transportation for the purpose of monitoring the transportation program or identifying areas of concern. In cases where the tape may depict a significant incident on a school bus, the tape may be viewed by other school personnel who have a "need to know" based on their position and/or responsibility. If the tape is used in conjunction with other data for disciplinary action, parents would be offered the opportunity to view that portion of the tape regarding the specific incident.

For the purposes of instruction and education, it would be helpful to develop some sample tapes to demonstrate the value of the video monitoring system. The tapes that will be used for such demonstrations would not include footage of any disruptive behavior on the part of students, staff or drivers. With this in mind, for demonstration purposes, only appropriate behaviors will be shown.

In order to maintain a "chain of custody," administrators borrowing tapes for the purpose of dealing with possible disciplinary issues will sign for them with the director of transportation. The transportation office will maintain a log of video tapes that have been checked out by administrators.

A video tape regarding a specific incident will be kept only until the issue is resolved and then the tape will be reused. During this resolution period the tape will be secured in the office of the building administrator. When there is a recommendation for an extended suspension of bus privileges, the tape will be secured in the office of the assistant superintendent for pupil services. All other tapes will be reused on a regular basis.

Adopted: February 9, 1993