

# MIDD-WEST SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: USE OF VIDEO/AUDIO  
CAMERAS ON BUSES

ADOPTED: May 15, 2006

REVISED:

810.3. USE OF VIDEO/AUDIO CAMERAS ON BUSES	
1. Purpose	<p>The Board recognizes the need to sustain proper standards of safety for students who ride Middle-West School District buses. The use of video/audio recording is intended to assist administrators and drivers in observing behavior and preventing violations of bus riding rules.</p>
2. Authority Title 22 Sec 12.3	<p>The Pennsylvania State Board of Education regulations grant School Boards the authority to make reasonable and necessary rules governing the conduct of students in school and while being transported on contracted school vehicles.</p> <p>The school bus driver is responsible for the health, safety and welfare of each passenger while in transit. The District will communicate and enforce procedures to be followed by students when they are riding the bus. District disciplinary policies include student behavior and discipline on the school bus. Rules can be enforced only with the cooperation of every person concerned with transportation. Observance of these rules will ensure safety, prompt arrivals and departures of buses and proper attitudes on the part of students.</p> <p>Student behavior on the school bus and the driver's management of the behavior are the two (2) key elements to a safe and enjoyable bus ride. The video/audio camera on a school bus is but an aid to monitor bus behavior. It does not replace the discipline policy, the authority of the driver or the responsibility of the school officials.</p>
3. Guidelines	<p>Video/audios may be used by principals to support documented behavior problems and unsafe conditions. Any student so identified will be reported to the principal by the bus driver, a parent, or student along with written documentation. Disciplinary action will be taken by the principals in accordance with the school bus policies, rules, guidelines and consequences. Tapes are not intended for general viewing by students, employees, or public, and the Board shall not make tapes available for that purpose. Video/audio taping is meant to augment the written disciplinary reports by the bus driver, not take the place of reports.</p>

<p>Pol. 810                  Pol. 218, 218.1,                  218.2                  810-AR1                  810-AR2</p>	<p><u>Video/Audio Tapes</u></p> <p>Tapes will be rotated as directed. The bus contractor will hold the tapes in a secure location until disciplinary reports provided by the drivers have been viewed by the principal and when required used by the principal to verify a specific incident or report until resolution has occurred.</p> <p>Review of tapes is intended for:</p> <ol style="list-style-type: none"> <li>1. rider safety/rule violation.</li> <li>2. driver adherence to safety rider control and standard procedures.</li> </ol> <p><u>Procedures</u></p> <p>All students shall be informed in student handbooks and stickers placed in each bus informing them that they are subject to being video/audio taped on the school bus at any time.</p> <p><u>Screening</u></p> <p>Tapes produced by the video/audio monitors will be reviewed, if needed, by school administrators upon receiving a written disciplinary form for the purpose of determining whether disciplinary consequences are appropriate. Video/audiotapes capturing inappropriate behavior may be used by administrators at conferences with parents, students, bus contractors, drivers and employees and as evidence at student disciplinary proceedings. Bus contractors and/or drivers will be invited to view, at the discretion of the administrator in charge.</p> <p><u>Discipline</u></p> <p>Building principals will determine the appropriate discipline for violations of the District's student disciplinary policy based on bus driver referrals, meeting with the student(s), and review of the video/audiotape. All disciplinary actions will be in accordance with the District transportation policy and the student discipline policy.</p> <p><u>Viewing Request</u></p> <p>A request for viewing of a video/audiotape may be made by a student's parent or guardian if the students have been videotaped and recommended for disciplinary action. All requests should be addressed to the principal of the student's school, made in writing, and received within three (3) school days of the incident. Parents may only view the portion of the tapes that documents the alleged misbehavior of</p>
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<p>4. Delegation of Responsibility Pol. 810, 810.1</p>	<p>their child on the bus.</p> <p>All requests shall be made in writing by completing a “Request for Viewing Bus Video/Audio” form available in each school office.</p> <p><u>Viewing Location</u></p> <p>Bus video/audiotapes may be viewed only in the office of the elementary principal, middle school principal, high school principal, or Superintendent and/or transportation coordinator under the guidelines shown in Viewing Request.</p> <p>The Superintendent or designee shall develop procedures for this policy which shall include:</p> <ol style="list-style-type: none"><li>1. notification in student handbooks and on school buses.</li><li>2. procedures for use and review of videotapes.</li></ol>
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