

**Notice to Students and Parents/Guardians
Regarding the Use of Video Recorders on School Buses**

The district has installed video recording equipment on all school buses to monitor school transportation and will be videotaping on bus routes at random during the 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 will be reviewed on a routine basis by the principal, and evidence of student misconduct will be documented. Students found to be in violation of the district's bus conduct rules will be notified and disciplinary action will be initiated under the Board-adopted Code of Conduct and Discipline.

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

1. Tapes will remain in the custody of the Transportation Director. Tapes may be erased after five days if no reason for continued storage is known to the district.
2. Parents/guardians 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 forth in policy JRA/JRC Student Records/Release of Information on Students.
3. Persons unrelated to a disciplinary incident will not be permitted to view bus videotapes.

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Acknowledgment

I understand and acknowledge the Board's policy and regulations concerning the use of video recorders on school buses. I also understand that my son/daughter will be held accountable for his/her conduct on district transportation and for the consequences outlined in the Board's policy and regulations for student conduct on district-approved transportation.

Parent/guardian Date	Student Name	Grade

Issue Date: November 2013

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