

J-28 VIDEOTAPING

VIDEOTAPING FOR SAFETY AND SECURITY

The use of videotaping on school buses and in the schools is for safety and security purposes. A parent is entitled to review only the part of the videotape that relates to the parent's child. An effort should be made to avoid showing personally identifiable information to other parents as required by FERPA.

VIDEOTAPING CONFERENCES

Conferences involving parents, students, and the school administration may, at the discretion of the administration, be audio or videotaped to verify the accuracy of the information being provided. Videotaping will be done using school equipment and the videotape will remain the property of the school. Under no circumstances will other persons, including parents or students be allowed to videotape the conference on their own equipment. If the conference is related to school discipline/school rules, the record (videotape) of the conference should be kept for a minimum of two weeks (fourteen days), or longer if more times is needed relating to any due process or legal proceedings. The student and/or the parents(s) or legal guardian involved in the conference may review the videotape if it exists, and if the review of the videotape can be done during the school day. The videotape may be used during a due process meeting (including appeal to School Board). The videotape shall not be taken from the school or shall not be viewed by anyone else other than the student, parent(s) or legal guardian of the student, or the school administration without a court order. Any school corporation staff member (i.e., bus driver or teacher) in a supervisory role that involves students on the videotape may also view the videotape.

Exceptions may be made to the policy at the discretion of the school administration where it is necessary for a parent to understand the process or to secure other parental rights under the IDEA.

SOURCE: Plainfield Community School Corporation
Plainfield, IN
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