

**Administrative Procedures for Policy #1060 (Administration)  
Regarding Video Surveillance  
Installation and Use of Audiovisual Surveillance on School Vehicles/ Buses**

I. Definitions

- A. School Property – Any Calvert County Public Schools (CCPS) building and/or grounds and/or owned, leased or contracted school vehicle used for school business.
- B. Audiovisual Surveillance – the use of video cameras and recording equipment to monitor school property.
- C. Actionable – a behavior that requires the intervention of CCPS Director of Transportation/designee, Principal/designee, Director of Human Resources/designee, Director of Special Education/designee, Director of Student Services or school vehicle/bus contractor. Typically, this would involve a violation of the Federal law, State law, local law, the school vehicle/bus contract, CCPS policy, procedure, guidelines, or the Students’ Rights, Responsibilities and Code of Conduct

II. Guiding Principles

- A. The recording system on buses is designed to record both picture and sound.
- B. These procedures only apply to the audiovisual surveillance recordings from school buses when they are operating on CCPS’ business.
- C. All audiovisual recordings are the property of CCPS.
- D. Parents and students will be annually notified through the Students’ Rights, Responsibilities and Code of Conduct, the CCPS School Calendar and Handbook, the CCPS website and information distributed to bus riders at the start of the school year that audiovisual surveillance equipment may be used on school vehicles/buses, as funding is available.
- E. Stored recordings containing images of students may be considered student records and are therefore treated as such for purposes of access by non-school personnel.
- F. Audiovisual recordings concerning school vehicle/bus drivers employed by independent contractors and CCPS employees may only be viewed by the appropriate CCPS staff with the approval of the Director of Transportation. School officials may include school-based administrators/designees, the Director of Transportation/designee, the Director of Student Services/designee, the Director of Human Resources/designee, and others deemed necessary to an investigation.

- 1. Audiovisual recordings concerning the behavior of school vehicle/bus drivers employed by independent contractors and CCPS employees may not be viewed by parents/guardians. This protects the confidentiality of the records school vehicle/bus drivers employed by independent contractors and CCPS employees  
Two exceptions may be made if the recordings are pertinent to;

- a. A review of a driver's ability to safely operate a school vehicle/bus by the Motor Vehicle Administration's Medical Advisory Board. A copy of the recording may be provided to the appropriate staff there.
  - b. An act(s) of sexual harassment/sexual abuse committed on board a bus. A recording(s) may be reviewed by the victim and the victim's parents/guardians. A copy of the recording may be provided to the victim and the victim's parents/guardians.
- G. Audiovisual recordings concerning students may only be viewed during an investigation by the appropriate CCPS staff as determined by the Principal/designee, the Director of Student Services/designee and the Director of Transportation/designee.
  - 1. CCPS staff involved in the appeal of the consequences assigned to a student may also review the audiovisual recordings.
- H. If audiovisual recordings were used as part of an investigation which resulted in an action/consequence being assigned to student, the parent/guardian may request a playback of the recordings, as follows:
  - 1. Parents/guardians must submit the Guardian Request for Playback of Transportation Audio-Video Surveillance form to the Principal/designee to request viewing the audiovisual recording of their student. The form is available to principals/designee and Director of Student Services/designee from the Transportation department.
  - 2. CCPS will have an administrator, dean of students or central office designee present during the audiovisual playback.
  - 3. CCPS does not intend to have legal counsel present during audiovisual playback.
    - a. If a guardian intends to bring legal counsel to view playback, then legal counsel may also be in attendance for CCPS.
    - b. The guardian must notify CCPS of the intention to bring counsel to the playback so CCPS can notify its counsel.
    - c. No playback can take place until a mutually agreeable date and time has been determined.
    - d. The playback will take place on school property on computers with a proprietary software installed.
  - 4. Playback of audiovisual recording shall be limited to the date, time of day and school trip/tier when the event took place resulting in the student being assigned consequence by the school system. (Example: A.M./bring-in trip/tier or P.M./take-home trip/tier)
  - 5. During the playback of an audiovisual recording from a school vehicle/bus, notetaking will be permitted by all parties in attendance.
  - 6. No one in attendance may make an audio or audiovisual recording of the playback.
  - 7. No one in attendance may take still photography of the playback.

8. No copies of the audio-only or audiovisual recordings will be produced by CCPS. If a still image from the audiovisual recordings is already part of the student file, then a copy of it must be provided to the guardian, if the guardian requests it.
  9. If a parent/guardian requests a still image from the recording which is not already in the student's discipline file, a Principal/designee may, in his/her sole discretion, produce it.
    - a. Two copies of the still image will be produced. One will be provided to the parent/guardian, and another will be placed in the student's discipline file.
    - b. The Principal/designee should note directly on the copy that it was made at the request of the parent/guardian.
  10. Victims of sexual assault/sexual harassment may see recordings of the alleged act(s) against their student which took place on a bus. If, however, the recording involves sexual assault/sexual harassment by a school vehicle/bus drivers employed by independent contractors and/or CCPS employees, then there shall not be a playback of the actions of the bus driver or the bus assistant.
  11. Failure to adhere to any of the guidelines in this procedure or the Guardian Request for Playback of Transportation Audio-Video Surveillance form by anyone in the student/guardian's party during playback may lead CCPS staff to ask the individual(s) to leave the meeting, and/or leave CCPS property and/or may result in CCPS staff terminating the appointment for playback of the audiovisual recording.
- I. For training purposes only, the Director of Transportation may save some audiovisual recordings.
  - J. Audiovisual recordings which are not reviewed as part of an investigation are automatically recorded over as new data is recorded.
  - K. Audiovisual recordings which were reviewed as part of an investigation are manually deleted from the recording device when it is manually reformatted prior to its next use on a bus and/or when the recording device is reinserted in a bus
  - L. Purchase and Installation of Recording Equipment
    1. CCPS will provide all necessary equipment as funding is available. Spare buses and temporary route buses may also have audiovisual equipment installed as funding is available.
    2. CCPS will obtain a service contract to maintain and repair the equipment to ensure performance quality and regular maintenance of the equipment.
  - M. Contractor Responsibilities
    1. Contractors are responsible for the system being activated any time the bus is serving CCPS.

2. Contractors are responsible for implementing a check that the audiovisual recording systems are working correctly before each trip and report any problems to the Transportation Department within twenty-four (24) hours.
3. Contractors will collaborate with the Director of Transportation/designee in using audiovisual surveillance to investigate allegations that a school vehicle/bus driver is responsible for any infractions of rules or misconduct. This would include failure to execute assigned responsibilities as per policy, procedure, guidelines, COMAR and state or federal law.
4. Contractors will provide the Director of Transportation ten (10) business days' written notice prior to the sale and delivery of a bus to any party not serving as a school vehicle/bus contractor to CCPS. This allows time for CCPS to schedule removal of the system.

### III. School-Based Administrator Responsibility

#### A. School-based administrators/designee will:

1. Work closely with bus drivers to ensure safe and orderly bus rides.
2. Determine when a review of an audiovisual recording may be necessary as part of an investigation of student behavior. The behavior of a community member may also be investigated, if that behavior impacts to safety and orderly operation of the bus and its occupants
3. Contact the Director of Transportation/designee to request approval to exchange the hard drive from the bus, prior to reviewing recordings.
4. Upon finding evidence of student behavior in an audiovisual recording that requires corrective action or the assignment of a consequence the Principal/designee will:
  - a. Create a still image, label it, and insert it in the student's discipline record; or
  - b. Create a copy of the audiovisual recording, label it, and insert it in the student's discipline file.
5. Manually delete audiovisual recordings that do not indicate anything actionable regarding an adult or student from a recording device prior to its next use on a bus.
6. Report any concerns regarding the safe and efficient operation of the bus, by the bus driver and/or bus assistant or unsafe actions by any passenger to the Director of Transportation/designee.

### IV. Transportation Department responsibilities

#### A. The Director of Transportation or his/her designee will:

1. Oversee communication concerning this program to all affected members of the school community.
2. Purchase all necessary equipment and service contracts, as funding is available.

3. Report to vendors all malfunctioning audiovisual surveillance equipment and provide oversight on their repair.
4. Work with CCPS departments and employees to ensure the security of all audiovisual equipment on buses and recordings from buses.
5. Work closely with the bus contractors, bus drivers, bus assistants and administrators/designees to ensure that all procedures are followed.
6. Assist school-based administrators/designees as they use audiovisual recordings as one tool to enhance the safety and orderliness of the passengers on school vehicles/buses.
7. Determine when a review of an audiovisual recording may be necessary as part of an ongoing investigation pertaining to safety of students, staff and the motoring public.
8. Secure the audiovisual recording(s) or still image(s) of alternative school vehicle driver, school bus/vehicle driver, bus assistants regardless of employer which indicated a behavior that was actionable by either:
  - a. Creating a still image, labeling it and storing it in the appropriate files; or
  - b. Creating an audiovisual recording, labeling it and storing it in the appropriate files
9. Secure the audiovisual recording(s) or still image(s) of bus assistant or other CCPS employee or other adult as part of an investigation by:
  - a. Creating a still image, labeling it and storing it in the appropriate files with the Human Resources Department; or
  - b. Creating an audiovisual recording, labeling it and having it stored by the Transportation Department and/or the Human Resources Department.
10. Delete audiovisual recordings from the recording device that do not indicate anything actionable regarding a school vehicle/bus driver, CCPS employee or other adult on board a bus, prior to the next use of the device on a bus.
11. Act on concerns about the safe and efficient operation of the bus by school vehicle/bus drivers employed by independent contractors and CCPS employees.
12. Report any concerns regarding student discipline, or physical or emotional safety of students to the appropriate parties. These may include, but are not limited to, the school Principal/designee, the school vehicle/bus contractor, the school vehicle/bus drivers employed by independent contractors, the bus assistant, the Director of Student Services/designee, the Director of Human Resources/Designee.