

Category:	Procedure:	
General School Administration	Surveillance Video Requests	
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Knox County Schools (KCS) uses video camera systems to support school safety and help administrators monitor student behavior.

In accordance with Board Policy C-231, a parent or legal guardian may request to view archived video footage related to an accident or disciplinary incident involving their student, if footage is available. Video recordings are typically retained for up to 30 days from the date they are captured.

HOW TO REQUEST VIDEO FOOTAGE

Parents or legal guardians should submit video viewing requests to the KCS Communications Department, which will coordinate with the KCS Safety Department to schedule a viewing appointment, if appropriate.

Requests to review the same footage again at a later date will only be approved with a subpoena or with written authorization from the Superintendent or the Knox County Law Department.

DEFINITION OF AN ACCIDENT

For the purposes of this procedure, an 'accident' is defined as a collision or crash involving a motor or self-propelled vehicle, bicycle, scooter, pedestrian, building, or property occurring on a school campus that involves a KCS student and results in:

- An injury requiring medical treatment, or
- Vehicle or property damage valued at \$1,000 or more.

DISCIPLINARY INCIDENT VIDEO FOOTAGE

Parents or guardians may also request to view video footage related to disciplinary incidents. In these cases, viewing will be limited to the specific time period directly connected to the disciplinary incident. Footage that precedes, follows, or is only indirectly related to the incident may not be included.

LIMITATIONS ON VIDEO ACCESS

Under Tennessee Code Annotated 10-7-504(m) and 10-7-504(p), certain security-related information is exempt from public inspection. As a result, KCS will not provide access to video footage involving:

- Incidents on a school campus that do not involve a KCS student, or
- Incidents occurring off campus, including on public streets or rights-of-way.