



Department: Human Resources  
Policy Number: SAF-A013  
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ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

**REVIEW AND RELEASE OF SCHOOL VIDEO SURVEILLANCE**

School video surveillance in and on Clarksville-Montgomery County School System (CMCSS) facilities and property occurs and exists for the safety and security of the facility/property, not to create educational records of CMCSS students. In general, such school video surveillance is confidential and not available for inspection.

As defined by the Family Educational Rights and Privacy Act (FERPA), an education record is one that is directly related to a student and that is maintained by Clarksville-Montgomery County School System (CMCSS). The determination of whether school video surveillance footage is an education record is made on a case-by-case basis.

When school video surveillance is directly related to a student, i.e., capturing conduct which is used for disciplinary action, and CMCSS maintains the video, it becomes an education record of that student; and therefore, is protected from disclosure by FERPA.

If more than one student is involved in an incident captured on video surveillance, the video surveillance may be the education record of each student. When school video surveillance is the education record of more than one student, the parent may review or be informed of only the specific information about his/her own student, unless the information about the other student(s) cannot be segregated and redacted without destroying its meaning.

School video footage will be copied and distributed in very limited circumstances when certain legal requirements have been met.

**Implementing Procedures:** [SAF-P012](#) Review and Release of School Video Surveillance by Parents Procedure

**Associated Documents:** [SAF-F031](#) Parent/Guardian Request to View School Video Surveillance Footage

**Revision History:**

<b>Date:</b>	<b>Rev.</b>	<b>Description of Revision:</b>
9/22/14	IR	Initial Release
9/16/19	A	Transferred from HUM to SAF. Revisions throughout.

**\*\*\* End of Policy \*\*\***