



REVIEW AND RELEASE OF SCHOOL VIDEO SURVEILLANCE BY PARENTS PROCEDURE (SAF-P012)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines how the parent or guardian of a CMCSS student may request to view video surveillance footage collected from a video camera installed on a school premises.

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

2.0 RESPONSIBILITY:

- 2.1 School Administrators
- 2.2 Safety and Health Director

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer
- 3.2 General Counsel

4.0 DEFINITIONS:

- 4.1 Parent means parent, legal guardian, person with custody of child, or person who has caregiving authority pursuant to T.C.A. §49-6-3001.

5.0 PROCEDURE:

- 5.1 Parent submits written request to School Administrator/designee to view school video surveillance footage captured from a school's security cameras that is directly related to his/her student.
 - 5.1.1 Written request submitted on SAF-F031 or by other written means containing the following information:
 - a. Name, address, and telephone number of requesting parent;
 - b. Name of parent's student directly related to the video footage;
 - c. Date of video footage;
 - d. Approximate location at school;
 - e. Approximate times requested to be viewed; and
 - f. Reason for parent's request to view school video footage.
- 5.2 Upon receipt of the written request, the School Administrator/designee will review requested video footage to determine the following: (a) whether the video footage's content directly relates to the requesting parent's student, and (b) whether the video footage can be viewed based upon applicable privacy laws.
- 5.3 If the requested video footage directly relates to a requesting parent's student and may be viewed pursuant to applicable privacy laws, the School Administrator/designee will contact the requesting parent to schedule a time convenient for all to view the requested video footage.



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- 5.3.1 If the requested video surveillance is determined to be the education record of more than one student, and the specific information about the other student(s) can be segregated and redacted without destroying its meaning, such should be done and then the video surveillance may be viewed by the requesting parent.
- 5.3.2 If the requested video surveillance is determined to be the education record of more than one student, and the specific information about the other student(s) cannot be segregated and redacted without destroying its meaning, the video surveillance may be viewed by any parent whose student is directly related to the incident captured in the video footage.
- 5.3.3 All requested school video footage must be viewed by the requesting parent under the supervision of the School Administrator/designee.
 - 5.3.3.1 Parents are not permitted to record the video footage with a cell phone or any other recording device.
- 5.4 If the requested school video footage does not directly relate to the requesting parent's student and/or may not be viewed pursuant to applicable privacy laws, the School Administrator/designee will contact the requesting parent to advise.
- 5.5 School video footage will be copied and distributed to a requesting parent in very limited circumstances when certain legal requirements have been met.
 - 5.5.1 If a parent requests a copy of school video footage, contact the Safety and Health Director.

6.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
9/16/2019	IR	Initial Release
9/20/2019	A	Added 5.3.3.1.

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