Ephrata Area
School District

810.1. Transportation - Video/Audio Monitoring

1. Purpose
The use of video and audio recording equipment supports efforts to maintain
discipline and to ensure the safety and security of all students, staff, contractors, and
others being transported on district-owned, operated, or contracted school buses or
school vehicles.

2. Definitions
School bus means a motor vehicle that is designed to carry eleven (11) passengers or
more, including the driver, and is used for the transportation of preprimary, primary,
or secondary school students to or from public, private, or parochial schools or
events related to such schools or school related activities.

School vehicle means a motor vehicle, except a motorcycle, designed to carrying no
more than ten (10) passengers, including the driver, and used for the transportation
of preprimary, primary, or secondary school students while registered by or under
contract to the school district. The term includes vehicles having charted, group, and
party rights under the Pennsylvania Public Utility Commission and used for the
transportation of school children.

3. Authority
The Board authorizes the use of video and audio recording on school buses and
school vehicles for disciplinary and security purposes.

The Board prohibits the use of audio recording on any school bus or school vehicle
that is not being used for a school-related purpose.

4. Delegation of
Responsibility
The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio
recording equipment contains a clearly posted notice informing drivers and
passengers of the potential for video and audio recording

2. This policy is posted on the district’s publicly accessible website.
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<td><strong>18 PA C.S.A. 5704</strong></td>
<td><strong>3.</strong> Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures, and standards of conduct.</td>
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<td><strong>4.</strong> In the event that a student receives a Bus Conduct Report and is disciplined, the parent/guardian may request permission to view a tape within ten (10) school working days from the date disciplinary action was administered by the school administrator. Upon receipt of the parental request, a meeting will be arranged by the building principal.</td>
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<td>In addition, should a building administrator consider it advisable for the parent/guardian to view a tape, the principal may request a viewing be scheduled for the parent/guardian.</td>
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<td><strong>5. Guidelines Pol. 113.4, 216</strong></td>
<td><strong>The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district’s use and disclosure of recordings. Recordings considered part of a student’s educational record shall be maintained in accordance with established student record procedures governing access, review, and disclosure of student records.</strong></td>
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<td><strong>References</strong></td>
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<td><strong>18 PA C.S.A. 5704, 75 PA C.S.A. 102</strong></td>
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<td><strong>24 P.S.510.2</strong></td>
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<td><strong>Board Policy 113.4, 216</strong></td>
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