

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 6.600

Student Records –

Guidelines for Allowing Parents to View a

School Video

August 15, 2019

Guidelines for Allowing Parents to View a School Video

The Oak Ridge Schools Board of Education authorizes the use of video surveillance equipment on Board property (including but not limited to buildings, facilities, and school buses) as part of a multifaceted approach to protecting the safety and security of students, staff and property. Parents may request the opportunity to view school videos subject to certain limitations in efforts to protect the educational and privacy rights of all students. The following procedures will be followed when considering a parent's request to view a school video.

1. A student's parent/legal guardian may request to view a school video if the recorded video contains footage of their child. The request must be made using the **Request to View a School Video Form**, which is attached. The completed form should be returned to the appropriate school administrator.
2. The request to view a school video will be reviewed by the Superintendent of Schools or his/her designee to determine if the request is reasonable and appropriate. A request to view school video footage will only be granted if the video is directly-related to the student.
3. A building administrator will contact the parent/legal guardian to let them know the status of the request to view a school video. If approved, a time will be scheduled to view the video.
4. The opportunity to view a school video will only be extended to a student's parent/legal guardian and will take place in the presence of the Superintendent of Schools or his/her designee.
5. Parents/legal guardians will not be provided a copy of a school video and will not be permitted to make a copy or record the video.



Oak Ridge Schools

Request to View a School Video

Student Name: _____ DOB: _____

Requested By: _____

(Note – Only a Parent or Legal Guardian may make the request)

School Attended: _____

Date of Recorded Incident: _____

Time of Recorded Incident: _____

Bus # (if applicable): _____

Justification for viewing school video:

Parent or Legal Guardian Signature: _____

Date: _____

Approved _____	Denied _____
Administrator Signature: _____	Date: _____