



Somerset County Public Schools
Training Acknowledgement Form for
Video Surveillance Procedures

Name of Trainee (Print)	Position of Trainee	Date of Training	Trainer

To be retained by principal/designee for one (1) year.

**Somerset County Public Schools
Disclaimer Form**

According to SCPS policy 600-42, parent/guardians may request to view audiovisual images related to a disciplinary appeal. The written request for appeal must be made within 5 days of the notification of disciplinary action. Notification of and written release from all active participants (including staff) viewed in the audiovisual segments must be secured prior to the showing of the segments.

As an active participant in the audiovisual segments, please complete the following:

Name: _____ (printed)
Parent/Guardian Student Staff (Circle one)

Parent/guardian of: _____ (printed)
Student (Mark "NA" if not applicable)

Staff position: _____
(Mark "NA" if not applicable)

Date of Discipline violation: _____ Date of audiovisual review: _____

- I understand that the audiovisual images will include views of my involvement in the disciplinary event.
- I understand that my signature below indicates that I approve the viewing of the audiovisual images.
- As the parent/guardian, I understand that the purpose of viewing the audiovisual images is to focus on the involvement of my child.
- As the parent/guardian, I agree not to discuss the content of the audiovisual images with others.
- As the student, I agree not to discuss the content of the audiovisual images with others.
- Other:

Signature of Parent/Guardian: _____ Date: _____

Signature of Student: _____ Date: _____

Signature of Staff: _____ Date: _____

Superintendent/Designee Signature: _____ Date: _____



**Somerset County Public Schools
Log Sheet for Video Surveillance Repair**

School/Office _____

Camera Location	Date of Reported Malfunction	Type of Malfunction	Name of Reporter (print)	Date of Repair	Signature of Principal/Director of Facilities When Repair is Complete

To be retained by principal/designee for one (1) year after the last entry.



Somerset County Public Schools

Dr. John B. Gaddis
Superintendent of Schools

Mr. Thomas A. Davis
Deputy Superintendent of Schools

Mrs. Tracie Bartemy
Director of Schools

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Board Members
Penelope Nicholson, Chairman
Margo Green-Gale, Vice Chairman
Troy Brittingham, Jr.
Robert T. Wells
Patti Monk

Transportation Department request

TO: Michael D. Bartemy – Supervisor of Transportation & Operations

RE: Request to View Bus Tape Video

To Whom It May Concern:

I, _____, hereby request permission to view the bus tape video from
Bus # _____ on ____ / ____ / ____ due to an incident involving _____.

Thank you in advance for your consideration.

Name

Street

City, State Zip

Telephone Date

Supervisor of Transportation & Operations

Date

Superintendent of Schools

Date

REQUEST APPROVED

REQUEST DENIED