



## **Notice of Surveillance Installation**

### **Video Surveillance of Certain Special Education Settings**

In accordance with Texas Education Code (TEC) §29.022, a parent, Trustee, or staff member may request video recording<sup>i</sup> with audio capability to be installed in a self-contained special education classroom or other special education setting in which a student who receives special education services in a self-contained classroom or other special education setting is enrolled as long as the requestor, student, and setting meet the criteria set forth by TEC §29.022, as set forth in pertinent part below.

Your student receives special education services in a classroom that has received a valid request for surveillance and video and audio surveillance will be conducted in the classroom or setting.

The purpose of the video and audio recording is to promote the safety of students receiving special education services. The recordings may not be monitored for any reason beyond routine maintenance to check for proper functionality provided by the designated law enforcement unit. The video and audio surveillance cannot and will not be monitored for any other purposes.

As set forth by TEC §29.022 and 19 Administrative Code §103.1301, the records will **only** be reviewed in the event of an "incident", defined by a circumstance that:

(A) involves alleged "abuse" or "neglect," as those terms are described in Texas Family Code, §261.001, of a student by an employee of the school district or charter school or alleged "physical abuse" or "sexual abuse," as those terms are described in Texas Family Code, §261.410, of a student by another student; and

(B) allegedly occurred in a self-contained classroom or other special education setting in which video surveillance under TEC, §29.022 and 19 Administrative Code §103.1301 is conducted.

Regular or continual monitoring of video is prohibited and video recordings will not be used for teacher evaluation or monitoring or for any purpose other than the promotion of student safety.

This letter is for notice only, and is not a request for consent. For additional information, please review the board policy for Video Surveillance and Certain Special Education Settings or contact the Director of Special Education at:

Shannon Urbina  
Director of Special Education  
1820 N. Glenville Dr. #100  
Richardson, TX 75081  
972-479-9078

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<sup>i</sup> Unless otherwise noted, the terms "video recording", "video surveillance", and "video monitoring" shall also include any associated audio recordings.