

SPECIAL EDUCATION:
VIDEO/AUDIO MONITORING

EHBAF
(REGULATION) (EXHIBIT)

See the following pages for forms relating to Special Education Video/Audio Monitoring:

- Exhibit A: Parent/Guardian Request for the Installation of Video and Audio Recording Equipment
- Exhibit B: Staff Member/Trustee Request for the Installation of Video and Audio Recording Equipment
- Exhibit C: Response to Request for Video Surveillance
- Exhibit D: Letter of Parent/Guardian Notification of Cameras Pursuant to Texas Education Code § 29.022
- Exhibit E: Letter of Teacher/Staff Notification of Cameras Pursuant to Texas Education Code § 29.022
- Exhibit F: Request to Review Recording of Incident
- Exhibit G: Parent Notification of Termination of Video Camera Operations at the End of the School Year

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EXHIBIT A

Parent/Guardian Request for the Installation of Video and Audio Recording Equipment

In accordance with Texas Education Code § 29.022, a parent may request a video camera to be placed in their child's self-contained classroom or other special education setting in which a majority of the students in regular attendance are:

- (1) Provided special education and related services; and
- (2) Assigned to a self-contained classroom or other special education settings for at least 50 percent (50%) of the instructional day.

Once a request is made, the administration will make a determination on whether the child attends any class that meets the definition of a self-contained classroom or other special education setting under Texas Education Code § 29.022. The video cameras will be operated and maintained in the classroom or other special education setting as long as it continues to meet the criteria set forth in Texas Education Code § 29.022.

You will be notified within 7 school business days of the administrator's determination.

Requestor's Information:	<input type="checkbox"/> Parent	<input type="checkbox"/> Guardian
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Name: <i>(print)</i>	Phone Number:
Email Address:	Child's Name:
Campus:	Classroom:

To the best of my knowledge, this request meets the criteria in state law to require the District to conduct video and audio monitoring upon request.

Signature:	Date:
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For Office Use Only:

Administrator Signature:	Date Received:
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EXHIBIT B

Staff Member/Trustee Request for the Installation of Video and Audio Recording Equipment

In accordance with Texas Education Code § 29.022, a staff member, parent, or trustee may request that a camera be placed in certain self-contained classrooms or other special education settings in which the majority of the student in regular attendance are:

- (1) Provided special education and related services; and
- (2) Assigned to a self-contained classroom or other special education settings for at least 50 percent (50%) of the instructional day.

A staff member is defined as a teacher, related service provider, paraprofessional, counselor, or educational aide assigned to work in the self-contained classroom or other special education setting; and a principal or an assistant principal of the campus at which the self-contained classroom or other special education setting is located. A Trustee is defined as a member of the District's Board of Trustees. 19 Tex. Admin. Code § 103.1301(b).

Once a request is made, the administration will make a determination on whether the classroom or other special education setting meets the criteria set forth in Texas Education Code § 29.022. The video cameras will be operated and maintained in the classroom or other special education setting as long as it continues to meet the criteria set forth in Texas Education Code § 29.022.

You will be notified within 7 school business days of the administrator's determination.

Requestor's Information:	<input type="checkbox"/> Staff Member	<input type="checkbox"/> Trustee
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Name: <i>(print)</i>	
Email Address:	Phone Number:
Campus:	Classroom:

To the best of my knowledge, this request meets the criteria in state law to require the District to conduct video and audio monitoring upon request.

Signature:	Date:
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For Office Use Only:

Administrator Signature:	Date Received:
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EXHIBIT C

Response to Request for Video Surveillance

In response to your request for placement of a video camera in a self-contained classroom or other special education settings, a determination was made as to whether the classroom or other special education setting meets the criteria set forth in Texas Education Code § 29.022, which requires that a majority of the students in regular attendance are provided special education and related services in the classroom or other special education settings for at least fifty percent (50%) of the day.

It was determined that the classroom:

Does meet the criteria.

Does not meet the criteria.

A camera will be installed and maintained in the classroom only in those circumstances in which the criteria has been met.

The cameras will be operated and maintained for as long as the classroom or other special education setting continues to meet the criteria set forth in Texas Education Code § 29.022.

Administrator Signature:	Date:
Print Name:	

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EXHIBIT D

Letter of Parent Notification of Video Cameras Pursuant to Texas Education Code § 29.022

This letter gives notice that your child's classroom or special education setting will have a video camera in place to record classroom activities, as required by Texas law. The purpose of the video recording is solely for the promotion of student safety.

Texas Education Code § 29.022 states that video surveillance cameras may be placed in self-contained classrooms or other special education settings where a majority of the students are receiving 50 percent (50%) or more of their instruction in that setting for the purpose of promoting safety in these locations. A request for video surveillance in your child's classroom or special education setting has been made, and the administration has determined that the request is valid.

A camera will be placed in the classroom or setting in accordance with the district's policies and procedures. These recordings are strictly confidential and may not be viewed except as required by Texas Education Code § 29.022. Parental consent is not required for placement of the video equipment, and parents or students may not opt out. The campus will continue to operate and maintain the video camera(s) in the classroom or setting as required by law.

If you have questions about the video camera(s) or recording, please contact the campus principal.

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EXHIBIT E

Letter of Teacher/Staff Notification of Video Cameras Pursuant to Texas Education Code § 29.022

This letter gives notice that a classroom or special education setting on your campus will have a video camera in place to record classroom activities, as required by Texas law. The purpose of the video recording is solely for the promotion of student safety.

Texas Education Code § 29.022 states that video surveillance cameras may be placed in self-contained classrooms or other special education settings where a majority of the students are receiving 50 percent (50%) or more of their instruction in that setting for the purpose of promoting safety in these locations. A request for video surveillance in a classroom or special education setting on your campus has been made, and the administration has determined that the request is valid.

A camera will be placed in the classroom or setting in accordance with the district's policies and procedures. These recordings are strictly confidential and may not be viewed except as required by Texas Education Code § 29.022. Parental consent is not required for placement of the video equipment, and parents or students may not opt out. The campus will continue to operate and maintain the video camera(s) in the classroom or setting as required by law.

If you have questions about the video camera(s) or recording, please contact the campus principal.

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EXHIBIT F

Request to Review Recording of Incident

In accordance with Texas Education Code § 29.022, the District will allow viewing of a recording if an incident report has been made AND a determination has been made by the Administration that an "incident" has occurred. An "incident" is an event or circumstance that: (1) involves alleged "abuse" or "neglect," as those terms are described in Family Code § 261.001, of a student by an employee of the school district or alleged "physical abuse" or "sexual abuse," as those terms are described in Family Code 261.410, of a student by another student; and (2) allegedly occurred in a self-contained classroom or other special education setting in which video surveillance under Education Code § 29.022.

If the recording depicts an incident, only that portion of the recording may be viewed.

When a determination has been made that an incident has occurred, the recording can only be viewed by the following:

- (1) A District employee who is involved in an incident documented by the recording and who requests to view the recording;
- (2) A parent/guardian of a student who is involved in an incident documented by the recording and who requests to view the recording;
- (3) A peace officer;
- (4) A school nurse;
- (5) A District administrator trained in de-escalation and restraint techniques;
- (6) A human resources staff member as designated by the Board of Trustees and school policy;
- (7) Appropriate Department of Family and Protective Services personnel as part of an investigation of alleged or suspected abuse or neglect of a child in a public or private school under the jurisdiction of the Texas Education Agency; and
- (8) Appropriate Texas Education Agency or State Board for Educator Certification personnel or agents as part of an investigation.

I believe that an incident has occurred, and I wish to view the recording of this incident. I understand that district officials must first determine that an incident occurred prior to allowing me to view the recording. Below is my contact information and a description of the incident.

Name: <i>(Print)</i>		Email Address:	
Home Phone:		Mobile Phone:	
Date of Incident Report:	Time(s) of Alleged Incident:	Date of Administrative Determination:	

I hereby certify that the information I have provided is true, correct, and complete to the best of my knowledge and belief.

Signature:	Date:
Print Name:	

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EXHIBIT G

Parent Notification of Termination of Video Camera Operations at the End of the School Year

You are receiving this letter because your child regularly attends a special education classroom or settings where a video camera is operated, pursuant to Texas Education Code § 29.022. The video camera will not be operated in the classroom or setting in the next school year, unless a new request is submitted for the operation of a video camera. If you plan to submit a new request, please contact your campus principal to obtain the request form, Parent/Guardian Request for the Installation of Video and Audio Recording Equipment.