

**CLEAR CREEK ISD
NOTICE OF VIDEO SURVEILLANCE**

[Insert date]

For the promotion of student safety, an eligible Parent, Principal, Assistant Principal, Staff Member, or Board of Trustees may request the installation of video cameras in certain Self-Contained Classrooms and Other Special Education Settings under Texas Education Code Section 29.022. Before the District activates the requested video cameras, the District is required by law to provide written notice of the placement to all campus staff and to the parents of each student attending class or engaging in school activities in the Classroom or Setting.

As required by law, the purpose of this notice is to inform you that the District has received an eligible request and plans to install and operate video and audio recording equipment in the following Classroom(s)/Setting(s), including any attached rooms, during the instructional day for the remainder of the current school year:

Campus: _____

Room #	Teacher	Program

Video and audio recording equipment will be installed and tested prior to activation. Operation of the requested video camera(s) is expected to begin within approximately forty-five (45) school business days (or the first school day after the 45th school business day if that day is not a school day) after the District's approval of the request, subject to any extensions of installation time permitted by law. The District will post a notice of surveillance next to the door of the affected Classroom(s)/Setting(s) upon activation of the requested video camera(s). **Please note that Section 29.022 does not require the occurrence of an incident before a request for installation of video cameras can be made, and the District's receipt of a request for video surveillance pursuant to Section 29.022 does not indicate that an incident has occurred in any Self-Contained Classroom or Other Special Education Setting.**

The sole purpose of video surveillance is to promote the safety of students receiving special education services. Regular or continual monitoring of video recordings is prohibited by law. Video recordings are confidential by law and may only be accessed or viewed by certain individuals under very limited circumstances as defined by the Texas Education Code. Video recordings may not be used for routine teacher evaluation or monitoring or for any purpose other than the promotion of student safety. **An approved request for video surveillance is only valid for the current school year. Operation of the requested video camera(s) shall be discontinued at the end of the current school year and will not continue during the following school year unless a person eligible to make a request for the next school year submits a new request.** The District will retain video recordings for three (3) months following the date the recording was made or longer if required by law or deemed necessary by the District.

For more information about the District's video surveillance procedures under TEC § 29.022, please refer to Board Policy EHBAF, available at <http://pol.tasb.org/Home/Index/505>. Please contact me with any questions.

Campus Principal