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Exhibit A—Request for the Installation of Video and Audio Recording Equipment

This form must be submitted to the Director of Special Education upon parent signature and date.

A parent, Trustee, or staff member, as defined by law, may request that video and audio recording equipment be installed in a self-contained classroom or other special education setting that meets the requirements of state law for such video and audio monitoring. In order to make a request, complete the information below and submit this form to the campus principal/District camera coordinator. For more information, see EHBAF(LEGAL) and (LOCAL).

Requestor's information

Name (*print*): _____

Phone number: _____

E-mail address: _____

I am a:

(*check only one*)

- Parent
- Trustee
- Staff member

If a parent, child's name: _____

Campus: _____

Classroom/setting (*room number or teacher's/related service provider's name*):

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: _____

For Office Use Only

District Camera Coordinator / Campus Administrator: _____

Date received: _____

Note: A response to the request must be provided no later than seven school days from date of receipt.

A parent or staff member request must be submitted to the campus principal.

A principal or Trustee request must be submitted to the District camera coordinator.

Exhibit B—Notice of Installation of Video and Audio Recording Equipment

Note: Before the District activates video and audio recording equipment in a self-contained classroom or other special education setting in accordance with Education Code 29.022, the District is required to provide written notice to all staff assigned to the applicable campus and to the parent of each student attending class or engaging in school activities in the classroom or setting. For more information, see EHBAF(LEGAL) and (LOCAL).

Administrator: _____
Campus: _____
Date: _____

As required by law, this letter serves as notice that the campus has received a request to install and operate video and audio recording equipment in the following location(s):

Room: _____

Room:

The sole purpose of video and audio monitoring is to promote the safety of students receiving special education services, and the recordings may not be used for any other purpose. Regular or continual monitoring of these recordings is prohibited.

The District will continue to operate and maintain the video/audio recording in the self-contained classroom or other special education setting for the remainder of the regular school year, or the remainder of the extended school year services.

The District will maintain the footage from these recordings for at least three months, as required by law.

Please contact the campus principal with any questions.

Note to school administrator: If the District has determined that the request requires placing video and audio equipment in multiple special education classrooms or settings, be sure to indicate all the locations subject to the request.

Exhibit C—Incident Report Form

To be completed by a parent, on behalf of a parent, or by an employee to notify the school of an alleged incident that occurred in a self-contained classroom or other special education setting where audio and video recording equipment is operational.

Upon receipt of this incident report form, appropriate District staff will begin viewing the footage recorded on the date(s) described below to determine whether any incident(s) as described below were recorded. If the recording documents an alleged incident as defined by law, the District will release, upon request, the recording for viewing by an employee or a parent of a student who is involved in the incident. Depending on the nature of the recorded incident, the District may also be required by law to release the recording for viewing to individuals described in EHBAF(LOCAL), including appropriate personnel or agents of the Department of Family and Protective Services and/or State Board for Educator Certification. For more information, see EHBAF(LEGAL) and (LOCAL).

Contact information

Name (*print*): _____

Home phone: _____

Mobile phone: _____

E-mail address: _____

Date(s) of alleged incident(s): _____

Time(s) of alleged incident(s): _____

Location(s) of alleged incident(s): _____

List of any witness(es): _____

Describe the incident(s) as clearly as possible, including names of individuals involved and any District policy or law you think may have been violated. (*Attach additional pages if more space is needed.*)

I am requesting to view the applicable recording.

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

Name (*print*): _____

Signature: _____

Date: _____

Exhibit D—Notice of Deactivation of Video and Audio Recording Equipment

Note: If for any reason a campus will discontinue operation of video and audio recording equipment during a school year, not later than the fifth school business day before the date operation is discontinued, the campus must notify the parents of each student in regular attendance in the classroom or setting that operation of the equipment will not continue unless requested by a person eligible to make a request under Texas Education Code section 29.022(a-1). In addition, not later than the tenth school day before the end of each school year, the campus must notify the parents of each student in regular attendance in the classroom or setting that operation of the equipment will not continue during the following school year unless an eligible person submits a new request. For more information, see EHBAF(LEGAL) and (LOCAL).

Administrator: _____
Campus: _____
Date: _____

As required by law, this letter serves as notice that the operation of video and audio recording equipment in the following location(s) will be discontinued:

Room: _____
Room:

The sole purpose of video and audio monitoring is to promote the safety of students receiving special education services, and the recordings may not be used for any other purpose. Regular or continual monitoring of these recordings is prohibited.

The District will maintain the footage from these recordings for at least three months, as required by law.

Please contact the campus principal with any questions.

Note to school administrator: If the District has determined that the school or campus will discontinue operation of equipment during a school year, the school or campus must notify the parents of each student in regular attendance that the operation of equipment will be discontinued not later than the fifth school day before the date the operation of equipment will be discontinued unless requested by a person eligible to make the request under this policy.