

Special Programs

Date: _____

A Parent, Principal, Assistant Principal, or Staff Member as defined by TEC §29.022 and/or the District Board of Trustees, 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 TEC §29.022.

In order to make a request, complete the information below and submit this form to the designated District personnel below:

- A Parent/Staff Member or Assistant Principal should submit this form to the campus principal (or the principal's designee).
- A Principal or the District Board of Trustees should submit this form to the Designated District Coordinator.

For more information, see EHBAF (LEGAL) and (LOCAL).

1. Requestor's information:

Name (*print*): _____

Phone number: _____

Email address: _____

Mailing address: _____

I am a: ☐ Parent ☐ Trustee ☐ Principal ☐ Assistant Principal ☐ Staff Member

If a parent/guardian, child's name: _____

2. Campus: _____

3. Specific classroom (*room number and teacher's/related service provider's name*) for which request is being made:

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

Signature: _____ Date: _____

For Office Use Only:

Principal signature:		Date Received:		Date Scanned to Director SP:	
Director SP signature:		Date Received:		Date Scanned to Dep. Supt ES:	
Meets Statute Requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No: R1 R2	Response (Form 2) Mailed:		If yes, Principal Verifies:	<input type="checkbox"/> Parent notice sent <input type="checkbox"/> Staff notice sent <input type="checkbox"/> Sign posted
Dep. Supt. ES Signature:		Date Received:		Date Scanned to Dep. Supt OF:	
Notes:					

Special Programs

Date: _____

RE: Request for the Installation of Video and Audio Recording Equipment

Dear _____:

This letter is to confirm that your campus principal received your Request for the Installation of Video and Audio Recording Equipment on _____. The District reviewed your request and in accordance with Texas Education Code §29.022, your request is:

- ☐ Approved: The video and audio recording equipment will be installed in the specifically requested classroom/setting within a reasonable period of time without undue delay. The video and audio recording equipment will be installed in: _____ [specifically requested classroom/setting] on or before² _____ unless the Texas Education Agency grants an extension of time.
- ☐ Denied because:
- ☐ You do not qualify as a Parent, Principal, Assistant Principal, Staff Member or Board of Trustees under TEC 29.022
 - ☐ The specific classroom you requested does not qualify as a Self-Contained Classroom or Other Special Education Setting under TEC 29.022]

A copy of the Dickinson ISD Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022 is available at the link provided below. If you have further questions or need additional information, please let me know.

Sincerely,

Laurie Rodriguez
Director of Special Programs
Dickinson ISD

Reference: Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022
<http://www.dickinsonisd.org/page/board.cameras>

Cc: Campus principal

¹ This response is provided to the requestor within 10 school days from receipt of the Request for Installation form.

² See Operating Guidelines for additional information for determining the date of installation deadline.

Date: _____

Dear Parent(s) & DISD staff assigned to referenced classroom:

Before the District activates video and audio recording equipment in a Self-contained Classroom or Other Special Education Setting in accordance with Texas Education Code 29.022, the campus principal is required to provide at least 5 School Business Days written notice to all staff assigned to the applicable campus and to the parents of the students receiving special education services, or engaging in school activities, in the classroom or setting. For more information, see EHBAF (LEGAL) and (LOCAL).

As required by Texas Education Code §29.022, this letter serves as notice that _____(campus) has received a request to install and operate video and audio recording equipment in the following classroom(s):

You are receiving this notice as a parent of a student receiving special education services, or engaging in school activities, in the classroom(s) described above or as a DISD staff member assigned to work in this classroom / setting. The video/audio camera will be operated at all times during the instructional day when students are in the self-contained classroom or setting. The equipment may also be operational at times when students are not in the classroom. 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.

A copy of the DISD Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022 is available on the DISD website at the link referenced below.

Please contact the campus principal with any questions.

Sincerely,

Principal: _____

Campus: _____

Reference: Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022
<http://www.dickinsonisd.org/page/board.cameras>

Cc: Special Education Director

³ This notice must be provided to parents who will be in the applicable room/setting.

NOTICE

Pursuant to Texas Education Code §29.022,
this classroom or setting is subject to
ongoing video and audio surveillance that is
not regularly live monitored.

This notice, which is to be posted at the
entrance to the classroom or setting, meets
the advanced written notice for staff as
required by Texas Education Code §29.022

Reference: Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022
<http://www.dickinsonisd.org/page/board.cameras>

Special Programs

Date: _____

A person may notify the District of an Alleged Incident ("abuse" or "neglect", as defined in the Texas Family Code) occurring in a Self-contained Classroom or Other Special Education Setting where video/audio surveillance is in effect by completing an Incident Report form and providing it to the campus principal. The person making the Incident Report should be as specific as possible regarding the date, time, and location of the suspected abuse or neglect, should include any witnesses, and should describe the suspected abuse or neglect as clearly as possible. The Incident Report should be provided to the campus principal as soon as possible, and if at all possible within 48 hours after the reporter becomes aware of a suspected incident.

Contact Information:

Name: _____

Home phone: _____ Mobile phone: _____

E-mail address: _____

Mailing address: _____

Description of Incident:

Date(s) of alleged abuse or neglect: _____

Time(s) of alleged abuse or neglect: _____

Location(s) of alleged abuse or neglect: _____

List any witness(es): _____

Describe the abuse or neglect 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.)

For Office Use Only:

Principal signature:		Date Received ⁴ :		Date Scanned to Director SP:	
Director SP signature:		Date Received:		Date Scanned to Dep. Supt ES:	
Meets Incident Requirements:	<input type="checkbox"/> No (Form 5) <input type="checkbox"/> Yes (Form 6)	Response Mailed:	<input type="checkbox"/> Form 5 <input type="checkbox"/> Form 6	If yes, View Date:	
Notes:					

⁴ Within seven (7) School Business Days from receipt of the Incident Report Form, authorized DISD personnel will view the video to determine if the incident meets the TEC 29.022 criteria. If so, the appropriate District administrator shall initiate other steps as required by law, District policy, or local procedures.

Date: _____

Dear _____:

In connection with the Incident Report you submitted on _____ and pursuant to Texas Education Code §29.022, Dickinson ISD has reviewed your Incident Report and determined that the report did not contain an allegation of an Alleged Incident, as defined by TEC §29.022. Consequently, viewing of the recordings will not be conducted.

A copy of the [District]'s Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022 is available at the link provided below and provides information on how to appeal this decision. If you have further questions or need additional information, please let me know.

Sincerely,

Laurie G. Rodriguez
Director of Special Programs

Reference: Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022
<http://www.dickinsonisd.org/page/board.cameras>

Cc: Campus principal

Date: _____

Dear: _____

In connection with the Incident Report you submitted on [date], and pursuant to Texas Education Code §29.022, Dickinson ISD has conducted an initial review of the recording and the appropriate District employees have determined:

- ☐ The recording documents abuse or neglect, as defined in the Texas Family Code, of a student by an employee of the District, or physical abuse or sexual abuse, as defined in the Texas Family Code, of a student by another student, and is available for your viewing upon making an appointment with the Assistant Superintendent for Administration.
- ☐ While the recording did not document abuse or neglect, as defined in the Texas Family Code, of a student by an employee of the District, or physical abuse or sexual abuse, as defined in the Texas Family Code, of a student by another student, it did document a significant act involving the student, such that the recording is an educational record pursuant to the Family Educational Rights and Privacy Act (FERPA) and is available for your viewing upon making an appointment with the Assistant Superintendent for Administration.
- ☐ As the recording does not depict abuse or neglect, as defined in the Texas Family Code, of a student by an employee of the District, physical abuse or sexual abuse, as defined in the Texas Family Code, of a student by another student, or a significant act involving the student such that the recording is not an educational record pursuant to FERPA, access to view the recording will not be provided.

A copy of the [District]'s Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022 is available at the link provided below and provides information on how to appeal this decision if your request is denied. If you have further questions or need additional information, please let me know.

Sincerely,

Principal: _____

Campus: _____

Reference: Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022
<http://www.dickinsonisd.org/page/board.cameras>

Cc: Director of Special Programs

Special Programs

Date: _____

Dear _____:

In accordance with Texas Education Code §29.022 and Dickinson ISD's Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022, the video/audio recording of this classroom / setting, located in:

- Room # _____

will be discontinued on _____ because:

- ☐ the make-up of this classroom or setting no longer meets the definition of a Self-contained Classroom or Other Special Education Setting under Texas Education Code §29.022.
- ☐ the requestor withdrew the request for video/audio recording in writing.
- ☐ it is ten (10) school days before the end of the school year, and the operation of the video camera 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.

If you have questions or need additional information, please let me know.

A copy of the Dickinson ISD Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022 is available at the link provided below.

Sincerely,

Principal: _____

Campus: _____

Reference: Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022
<http://www.dickinsonisd.org/page/board.cameras>

Cc: Director of Special Programs

Special Programs

Date: _____

Dear Parent:

You are receiving this notice as a parent of a student receiving special education services, in a classroom in which video/audio recording equipment was installed and activated during the 2016-2017 school year, pursuant to Texas Education Code 29.022.

During the 2016-2017 school year, you were provided with a copy of the District's *Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022*, which specified that:

“a request for installation and operation of video/audio recording of a self-contained classroom or other special education setting should be renewed annually if operation of the video/audio equipment is desired for the subsequent school year.”

Please note that, as identified by the Dickinson ISD Operating Guidelines, the cameras in your child's 2016-2017 classroom **will not** continue to be activated for the coming school year, unless a new request is made by a person eligible to make a request under TEC 29.022. The request for the Installation of Video and Audio Recording Equipment [Form 1] is available at the link listed below.

A copy of the [District]'s Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022, as amended by SB 1398, is available at the link listed below.

If you have any questions or need additional information, please let me know.

Sincerely,

Principal: _____

Campus: _____

Reference: Operating Guidelines for Video Surveillance of Special Education Settings Implementing TEC §29.022
<http://www.dickinsonisd.org/page/board.cameras>