

**HARRIS COUNTY DEPARTMENT OF EDUCATION  
REQUEST FOR VIDEO SURVEILLANCE**

On the request of an eligible parent, staff member, principal, assistant principal, or the Board of Trustees, the Department must provide video equipment, including video cameras with audio recording capabilities, to campuses in accordance with Section 29.022, Texas Education Code, 19 T.A.C. § 103.1301, and Board Policy EHBAF. Campuses that receive equipment must place, operate, and maintain video cameras in certain self-contained classrooms or other special education settings. Video surveillance is solely for the purpose of promoting student safety. 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. **An approved request for video surveillance is only valid for the current school year. The school will notify the parents of each student in the classroom or setting under video surveillance, no later than the 10th day before the end of the school year, that the operation of the requested video camera(s) will not continue during the following school year unless the person eligible to make a request for the next school year submits a new request.**

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**“Self-Contained Classroom” means:** a classroom on a regular school campus (i.e., a campus that serves students in general education and students in special education) of a school district or an open-enrollment charter school in which a majority of the students in regular attendance are provided special education and related services and have one of the following instructional arrangements/settings:

- self-contained (mild/moderate/severe) regular campus;
- full-time early childhood (pre-school program for children with disabilities) special education setting;
- residential care and treatment facility—self-contained (mild/moderate/severe) regular campus;
- residential care and treatment facility—full-time early childhood special education setting;
- off home campus—self-contained (mild/moderate/severe) regular campus; or
- off home campus—full-time early childhood special education setting.

Self-Contained Classroom does not include a classroom that is a resource room instructional arrangement as described in TEC 42.151.

**“Other Special Education Setting” means:** a classroom on a separate campus (i.e. a campus that serves only students who receive special education and related services) of a school district or open-enrollment charter school in which a majority of the students in regular attendance are provided special education and related services and have one of the following instructional arrangements/settings:

- residential care and treatment facility—separate campus; or
- off home campus—separate campus.

**“Board” means:**

- The Harris County Department of Education Board of Trustees.

**“Parent” means:**

- a person, including a guardian or other person standing in parental relation to a student, described in Section 26.002, Texas Education Code, whose child receives special education and related services for at least 50% of the instructional day in the Self-Contained Classroom or Other Special Education Setting;
- a person, including a guardian or other person standing in parental relation to a student, whose child will receive special education and related services for at least 50% of the instructional day in the Self-Contained Classroom or Other Special Education Setting for the following school year; **or**
- a student who receives special education and related services for at least 50% of the instructional day in a Self-Contained Classroom or Other Special Education Setting; and is 18 years of age or older or whose disabilities of minority have been removed for general purposes under Texas Family Code, Chapter 31, unless the student has been determined to be incompetent or the student’s rights have been otherwise restricted by a court order.

**“Principal” or “Assistant Principal” mean:**

- the principal or an assistant principal of the campus at which the Self-Contained Classroom or Other Special Education Setting is located.

**“Staff Member” means:**

- a teacher, related service provider, paraprofessional, counselor, or educational aide assigned to work in the Self-Contained Classroom or Other Special Education Setting.

**“SB 1398 Administrator” means:**

- As required under TEC §29.022, the Department has identified the Sr. Director of Schools, Dr. Charles Ned, as the administrator at the primary administrative office of the Department with responsibility for coordinating the provision of equipment to schools and campuses in compliance with TEC § 29.022 and 19 T.A.C. § 103.1301.

***To request video surveillance for the current school year pursuant to Section 29.022, Texas Education Code, please complete the form contained on the next page. The Department will notify you upon its receipt and then review the request for eligibility and inform you of its decision.***

Harris County Department of Education  
REQUEST FOR VIDEO SURVEILLANCE

**Requestor's Printed Printed**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Contact Information:**

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

According to the above definitions, I (we) qualify as a:

Parent     Board     Staff Member     Principal     Assistant Principal

Please provide the following information, as applicable, regarding your request:

Name of Student: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Campus Name: \_\_\_\_\_

Location of requested surveillance: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If you are a Parent, Assistant Principal, or Staff Member, please return the completed Form A1 to the campus principal of the campus addressed in this request.*

*If you are a Board or Principal, please return the completed Form A1 to the Department's SB 1398 Administrator, Dr. Charles Ned*

*The Department will contact you regarding the status of your request within seven (7) school business days of receiving the completed Form A1 from the person to whom it must be submitted.*

**For Department Use Only**

Date Completed Form A1 Received: \_\_\_\_\_ Received By: \_\_\_\_\_

To be completed by SB 1398 Administrator: This request is:     Approved     Denied

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Dr. Charles Ned, Senior Director of Schools/SB1398 Administrator    Date of Approval/Denial