

REDESIGN SCHOOLS LOUISIANA (RSL)

VIDEO SURVEILLANCE OF SPECIAL EDUCATION SETTINGS PROCEDURES

DEFINITIONS

“Qualifying Classroom” shall mean a self-contained classroom or other special education setting in which a majority of students in regular attendance are provided special education and related services and are assigned to one or more self-contained classrooms or other special education settings for at least fifty percent of the instructional day. “Qualifying Classroom” shall not mean special education classrooms and other special education settings where the only students with exceptionalities receiving special education and related services are those who have been deemed to be gifted or talented and have not been identified as also having a disability.

CAMERA PLACEMENT

RSL shall install a camera in any qualifying classroom and verify periodically that the camera remains in operation. Should a camera be out of operation for more than two consecutive school days, the school shall provide notice to parents of students in the affected classroom via normal school communication channels.

NOTICE OF CAMERA PLACEMENT

RSL shall provide written notice of camera placement to all who enter a classroom where a camera is installed, including teachers and other school employees, students in the classroom, the students’ parents and legal guardians, and authorized visitors.

RESTRICTIONS ON VIDEO RECORDING

Video cameras must be capable of covering all areas of the classroom or other special education setting, including a room attached to the classroom or setting used for time-out. Video cameras must also be capable of recording audio from all areas of the classroom or other special education setting, including a room attached to the classroom or setting used for time-out.

RSL shall not place the camera in a location or area designated for students to change or remove clothing, including the interior of a restroom.

TIMES OF OPERATION

Cameras shall be operational at all times during the instructional day when students are in the self-contained classroom or other special education setting.

RSL shall operate and maintain the video camera in the classroom or setting, as long as the classroom or setting continues to satisfy the requirements under this policy, for the remainder of the school year.

If for any reason RSL discontinues operation of a video camera during a school year, not later than the fifth school day before the date the operation of the video camera will be discontinued, RSL shall notify the parents of each student in regular attendance in the classroom or setting that operation of the video camera will not continue.

This policy applies to placement, operation, and maintenance of a video camera in a self-contained classroom or other special education setting during the regular school year and extended school year services.

Child Abuse and Neglect Reporting

If a person views a video recording and has cause to believe that the recording documents possible abuse or neglect of a child, the person must file a report with DCFS or other authority in accordance with Board policy.

If any person who views the recording believes that the recording documents a possible violation of RSL policy, the person may allow access to the recording to appropriate legal and human resources personnel. A recording believed to document a possible violation of RSL policy relating to the neglect or abuse of a student may be used as part of a disciplinary actions against RSL personnel and shall be released at the request of the student's parent in a legal proceeding.

Parental Requests

A parent or legal guardian must request to review video recording and allege an Incident. The individual must file an Incident Complaint and Request to Access Video Recordings. On this Form, the individual must assert an:

- (1) Incident involving alleged:
 - a. Abuse of a student by a RSL employee;
 - b. Neglect of a student by a RSL employee;
 - c. Physical Abuse of a student by another student; or
 - d. Sexual Abuse of a student by another student
- (2) The incident must have allegedly occurred in a Self-Contained Classroom or Other Special Education Setting in which video surveillance is conducted under these Procedures.

CONFIDENTIALITY OF VIDEO RECORDINGS

RSL will take every necessary precaution to protect student privacy and determine to whom and under what circumstances the recordings may be disclosed. The recordings shall not be considered "personally identifiable information" as defined in R.S. 17:3914. Video equipment must be able to redact student faces in accordance with FERPA. If RSL determines that the recording is an "education record," RSL shall release the recording in accordance with FERPA. State law does not limit the access of a student's parent to a record regarding the student under FERPA or other law.

In order to review recordings for potential release, and operation and maintenance of the equipment, the following individuals shall have access to the video equipment: the superintendent,

the associate superintendent, the director of special education, technology staff, and network administrators.

A contractor or employee performing job duties relating to the installation, operation, or maintenance of video equipment or the retention of video recordings who incidentally views a video recording is not in violation of this policy.

RETENTION OF RECORDINGS

RSL shall retain video recordings from a video camera placed under this policy for at least three months after the date the video was recorded. Recordings are stored and disposed of in accordance with RSL's video and audio recording retention and storage policy.

If a person eligible to receive a copy of the video pursuant to a request under this policy, the RSL shall retain the recording from the date of receipt of the request until the person has viewed the recording and a determination has been made as to whether the recording documents an alleged incident. If the recording documents an alleged incident, RSL shall retain the recording until the alleged incident has been resolved, including the exhaustion of all appeals.

COMPLIANCE WITH THE NATIONAL FIRE PROTECTION ASSOCIATION'S LIFE SAFETY CODE

Pursuant to the requirements of La. R.S. 17:1948(C)(6), the installation of all cameras and surveillance systems installed pursuant to this policy shall comply with the National Fire Protection Association's Life Safety Code.

TRAINING OF SCHOOL STAFF

Any teacher(s) or school employee who provides services in a classroom where cameras are installed shall be trained on compliance with the provisions of this policy within ten days of the commencement of work in the classroom or the installation of the surveillance equipment.

Form Must Be Submitted to the Principal

SPECIAL EDUCATION VIDEO/AUDIO REVIEW REQUEST FORM

Name of Student: _____ **Student ID #:** _____

Relationship to Student:

☐ **Parent**

☐ **Legal Guardian**

Requester Printed Name: _____

Address: _____

City/State/Zip: _____

Home Phone: _____ **Cell Phone:** _____ **Office Phone:** _____

Email Address: _____

Per RSL Special Education Video/Audio Monitoring Policy, I am requesting to review video/audio surveillance from the date and time listed below:

Date _____ **Time** _____

Purpose of Review:

- Abuse of a student by a school district employee;
- Neglect of a student by a school district employee;
- Physical Abuse of a student by another student; or
- Sexual Abuse of a student by another student

Statement

Requester Signature

Date

Office Use Only:

[Administrator] Signature & Date Received:

Approved Denied

Reason: