## Special Education Video/Audio Monitoring Incident Review Access Process Notification / Approval Video Retrieval / Viewing Investigation / Review Response (20) school days (6) school days (10) school days (TBD) school days If the initial viewing determines Campus principal Campus principal contacts the The campus principal will an investigation is appropriate, confirms the form/request is **Facilities Services Security** the campus principal contacts communicate to appropriate completed and the requester is a Maintenance Department at the following, HISD Police, HISD officials and parent/guardian parent/legal guardian of the ISDSecurityCameras@houstoni the outcome of the Human Resources, HISD Legal student, staff member or district sd.org with approval form to investigation and, if applicable, Department, Department of administrator to view the video as retrieve the video and blur the plan of resolution Family Protective Services, per district policy other person for confidentiality Various State Agencies EHBAF (Legal) Campus principal **Facilities Services Security** Campus principal will notify approves or denies the Maintenance Department will requester with determination request for video viewing depending provide video to campus and if applicable, date, time and on the description of the incident. If principal within 5 days of location of when the viewing the request is denied, requester will approval and notification will occur be notified of the denial. Approval to be done within 3 school days of the receipt of form APPROVE - Campus principal scans and emails the request to Special Education Video/Audio Monitoring email distribution A date and time group at is determined by Spedvideo@houstonisd.org which the campus principal for the initial includes, Superintendent of viewing which can include the Schools, Chief Academic Officer, campus principal, District Assistant Superintendent for administrator, a school nurse, No Special Education, Chief more than 5 school days following Operations Officer, Chief School the date of the written Officers, Officer of Facility report of an incident Services, Chief of Police and General Counsel within 3 school days of the form **DENY** - Campus principal notifies the requestor