

## CAMERAS IN SPECIAL EDUCATION CLASSROOMS

The West Carroll Parish School Board shall develop procedures pursuant to this policy, and upon approval of such request, and receipt of funding, shall install and operate the cameras, for the installation and operation of cameras that record both video and audio in special education classrooms, in accordance with state law, and the policy and procedures of the School Board.

For purposes of this policy, *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 (50%) of the instructional day and for which a parent or legal guardian has requested a camera to be installed. 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.

The School Board shall ensure/provide:

1. Proper location and placement of cameras. The recording of the interior of a restroom or any area designated for students to change or remove clothing shall be prohibited.
2. Written notice of the placement of the cameras shall be provided to persons 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.
3. Training concerning the provisions of this policy for any teacher or other school employee who provides services in a classroom where cameras are installed.
4. Procedures for proper retention, storage, and disposal of the video and audio data recorded. Recordings shall be retained for at least one month from the recording date.
5. Protection of student privacy and development of procedures for determining to whom and under what circumstances the recordings may be disclosed including:
  - A. Limiting viewing of the recordings to the Superintendent or his/her designee and the parent or legal guardian of a recorded student upon request.
  - B. Requiring any person who views a recording and who suspects the recordings show a violation of state or federal law to report the suspected

violation to the appropriate law enforcement agency.

6. Each camera installed shall be in compliance with the National Fire Protection Association's Life Safety Code.
7. Procedures for the approval or disapproval of a request for the installation and operation of cameras in a classroom.
8. Procedures regarding how a parent or legal guardian may request to review a recording, under what circumstances a request may be made, and any limitations to a request.
9. Procedures regarding how a parent or legal guardian may request the installation and operation of cameras in his child's classroom.

Recordings made pursuant to this policy shall be confidential and shall not be public record. However, a recording may be viewed by the Superintendent or his/her designee, the parent or legal guardian of a recorded student, or by law enforcement officials as provided in the policies required by item number 5 above.

The recordings shall not be considered "personally identifiable information" as defined in La. Rev. Stat. Ann. §17:3914.

New policy: November 1, 2021  
Revised: August, 2022

Ref: La. Rev. Stat. Ann. §17:1948; Board minutes, 11-1-21.