

**GALENA PARK ISD
INCIDENT REPORT AND REQUEST TO VIEW VIDEO RECORDING
BY EMPLOYEE OR PARENT OF STUDENT INVOLVED IN ALLEDGED INCIDENT**

Pursuant to Section 29.022 of the Texas Education Code ("TEC"), in addition to certain District employees and representatives and other authorities designated under the TEC, the following individuals may request to view a video recording of a self-contained classroom or other special education setting in connection with an alleged Incident:

- (1) **An employee involved in an alleged Incident** that is documented by a video recording and has been reported to the District; and
- (2) **A parent of a student involved in an alleged Incident** that is documented by a video recording and has been reported to the District.

Incident, as defined in Texas Administrative Code § 103.1301(b)(8), means an event or circumstance that:

- involves alleged:
 - abuse of a student by a District employee;
 - neglect of a student by a District employee;
 - physical abuse of a student by another student; or
 - sexual abuse of a student by another student; and
- allegedly occurred in a self-contained classroom or other special education setting in which video surveillance is conducted.

Abuse, as defined in Texas Family Code § 261.001(1), means the following acts or omissions:

- mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning;
- causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning;
- physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;
- failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;
- sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;
- failure to make a reasonable effort to prevent sexual conduct harmful to a child;
- compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code, including compelling or encouraging the child in a manner that constitutes an offense of trafficking of persons under Section 20A.02(a)(7) or (8), Penal Code, prostitution under Section 43.02(b), Penal Code, or compelling prostitution under Section 43.05(a)(2), Penal Code;
- causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic;

SPECIAL EDUCATION
VIDEO/AUDIO MONITORING

- the current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the use results in physical, mental, or emotional injury to a child;
- causing, expressly permitting, or encouraging a child to use a controlled substance as defined by Chapter 481, Health and Safety Code;
- causing, permitting, encouraging, engaging in, or allowing a sexual performance by a child as defined by Section 43.25, Penal Code; or
- knowingly causing, permitting, encouraging, engaging in, or allowing a child to be trafficked in a manner punishable as an offense under Section 20A.02(a)(5), (6), (7), or (8), Penal Code, or the failure to make a reasonable effort to prevent a child from being trafficked in a manner punishable as an offense under any of those sections.

Neglect, as defined in Texas Family Code § 261.001(4), means the following acts or omissions:

- placing a child in or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child;
- failing to seek, obtain, or follow through with medical care for a child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of the child;
- the failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused;
- placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child; or
- placing a child in or failing to remove the child from a situation in which the child would be exposed to acts or omissions that constitute abuse under Subdivision (1)(E), (F), (G), (H), or (K) committed against another child; or
- the failure by the person responsible for a child's care, custody, or welfare to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.

Neglect does not include the refusal by a person responsible for a child's care, custody, or welfare to permit the child to remain in or return to the child's home resulting in the placement of the child in the conservatorship of the Department of Family and Protective Services if:

- the child has a severe emotional disturbance;
- the person's refusal is based solely on the person's inability to obtain mental health services necessary to protect the safety and well-being of the child; and
- the person has exhausted all reasonable means available to the person to obtain the mental health services described above.

Physical Abuse, as defined in Texas Family Code § 261.410(1), means the following acts or omissions:

- Physical injury that results in substantial harm to the child requiring emergency medical treatment; or
- Failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child.

Sexual Abuse, as defined in TFC § 261.410(2), means the following acts or omissions:

- sexual conduct harmful to a child's mental, emotional, or physical welfare; or
- failure to make a reasonable effort to prevent sexual conduct harmful to a child.

**GALENA PARK ISD
INCIDENT REPORT AND REQUEST TO VIEW VIDEO RECORDING
BY EMPLOYEE OR PARENT OF STUDENT INVOLVED IN ALLEDGED INCIDENT**

Incident reports should be filed with the Campus Administrator as soon as possible after the individual filing the report suspects the alleged incident. If possible, incident reports should be filed no later than 48 hours after the event or circumstance giving rise to the allegation.

Requester's Name: _____

Requester's email address: _____

Requester's phone number: _____

I am a (please check one):

_____ **An employee involved in an alleged Incident** that is documented by a video recording.

_____ **A parent of a student involved in an alleged Incident** that is documented by a video recording.
Please provide your student's name and campus information below:

Student's name: _____

Student's campus: _____

My report pertains to an event or circumstance involving alleged (please check all that apply):

_____ Abuse of a student by a District employee

_____ Neglect of a student by a District employee

_____ Physical Abuse of a student by another student

_____ Sexual Abuse of a student by another student

_____ Other: _____

Location of the self-contained classroom or other special education setting where the alleged Incident occurred:

Date and time of the alleged Incident (please be specific and identify the date and time within a 48-hour window, if possible):

Please describe with specificity the nature of your report, including the events or circumstances giving rise to your report and the name of any Galena Park ISD staff member/employee or student that may be involved in the alleged incident (please attach additional pages if necessary):

SPECIAL EDUCATION
VIDEO/AUDIO MONITORING

Please submit the completed Exhibit B to the campus principal. The District will contact you regarding the status of your report/request.

<u>For District Use Only</u>	

Date Completed Exhibit B Received	
Received By: _____	
<u>To be completed by Campus Principal:</u>	
This request is:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____	_____
Campus Principal Signature	Date of Approval/Denial