



# REQUEST FOR FIELD OBSERVATION

Observation Type: \_\_\_\_\_ Class Project \_\_\_\_\_ Intern I \_\_\_\_\_ ACP Pre-Service \_\_\_\_\_ Other \_\_\_\_\_

### Observer's Profile

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Have you filed an application with GCCISD? \_\_\_\_ yes \_\_\_\_ no
2. Have you worked for GCCISD in any capacity? \_\_\_\_ yes \_\_\_\_ no  
What capacity? \_\_\_\_\_
3. Do you have any relatives working for GCCISD? \_\_\_\_ yes \_\_\_\_ no  
Locations: \_\_\_\_\_
4. Do you have children attending GCCISD schools? \_\_\_\_ yes \_\_\_\_ no  
Locations: \_\_\_\_\_

### Observation Request

University: \_\_\_\_\_

Program Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Briefly Describe & Attach Program Requirements: \_\_\_\_\_

I am required to observe \_\_\_\_\_ hours in the classroom and am requesting to complete \_\_\_\_\_ hours of observations in GCCISD. Requested Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

I am requesting to observe the following hours at each of the below grade levels:

- \_\_\_\_\_ Elementary (PK-5) (School) \_\_\_\_\_ (Subject) \_\_\_\_\_
- \_\_\_\_\_ Middle School (6-8) (School) \_\_\_\_\_ (Subject) \_\_\_\_\_
- \_\_\_\_\_ High School (9-12) (School) \_\_\_\_\_ (Subject) \_\_\_\_\_

### Agreement

1. I agree to abide by the safety rules of the District while observing on campus. \_\_\_\_ yes \_\_\_\_ no
2. I agree to protect the confidentiality of the students, teachers, and campus while observing in GCCISD? \_\_\_\_ yes \_\_\_\_ no
3. I agree to follow the GCCISD Dress Code: \_\_\_\_ yes \_\_\_\_ no
4. I agree to comply with the Observation Guidelines: \_\_\_\_ yes \_\_\_\_ no

My signature indicates that I have read the procedures and instructions for Goose Creek CISD observations. I understand and will comply with these guidelines. I understand that it is not a requirement of GCCISD to allow me to observe on any campus. I will provide all the requested documentation and information before I am given any further direction on the process of observing on the campuses. I will respect the confidentiality of the students, teachers, and campus during my time of observation.

\_\_\_\_\_  
*Signature of Requestee*

\_\_\_\_\_  
*Date of Request*

### Approval

You have been approved to observe at a GCCISD campus. Please contact the campus principal to arrange your observations.

\_\_\_\_\_  
Signature of Human Resources Department

\_\_\_\_\_  
Date

#### For Internal Use Only:

\_\_\_\_\_ GC Personnel Notified  
 \_\_\_\_\_ Coordinator \_\_\_\_\_ Principal  
 \_\_\_\_\_ Criminal History Cleared

Assignment: \_\_\_\_\_  
 Campus: \_\_\_\_\_  
 Mentor/Supervisor \_\_\_\_\_

\_\_\_\_\_  
 Coordinator of Human Resources Date

Approved: Yes \_\_\_\_ No \_\_\_\_

# GCCISD Observation Guidelines

## Process for Approval to Observe in Goose Creek CISD

1. Contact Lisa Steele, HR Coordinator at 281-707-3732 in the Human Resources Office at GCCISD.
  2. Complete the following documentation and return via email to [lisa.steele@gccisd.net](mailto:lisa.steele@gccisd.net), mail.
    - a. Complete "online" Volunteer Sign-up/Criminal History Check at [www.gccisd.net](http://www.gccisd.net), under the "Parents" header. Notify Tenecia Harrison at 281-707-3768 that the form has been submitted or if you have any questions.
    - b. Submit Request for Field Observation Form.
    - c. Submit university or Alternative Certification Program (ACP) program requirements.
- \*\*\*\* All forms must be sent at one time and all procedures must be complete before approval.

## Observation Guidelines

1. It may take up to 10 business days for your request to complete observation hours to be processed.
2. All observers must also fill out the Criminal Background Check online at [www.gccisd.net](http://www.gccisd.net). The background check may take up to a week to process. For the safety and security of our students and staff, you will be notified when you are cleared to observe. You will not be able to conduct any classroom observations until you have been cleared to do so.
3. Once approved as a volunteer, contact the individual campus(es) to schedule observations. Please provide the campus granting permission with your driver's license to run through the RAPTOR for a background check and obtain a visitor's badge.
4. You must bring the Request for Field Observation Form with you to each campus after being approved by Human Resources.
5. Remember that all information concerning students is confidential.
6. You may not observe in your child's classroom.
7. Please respect the campus making the decisions of which classrooms and teachers you will be assigned to observe.
8. The campus administrator has the authority to deny or discontinue requests for observation hours.
9. Approved observation time frames must be approved annually.
10. Be respectful of the campus' ultimate purpose, educating the students that attend the campus and serving the needs of those families. Assisting with observations is not a focus to their main goal. Please be courteous to the campus assisting you.
11. Be mindful that it is in your best interest to observe in multiple districts to provide you with a better spectrum of experiences.
12. Please be advised that visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of the instruction or disrupts the normal school environment.
13. Students' names and education records are confidential under the Texas Education Code and the Family Education Rights and Privacy Act (FERPA). If accepted as a classroom observer, you agree to abide by these laws and maintain the confidentiality of this information.
14. Requests for videotaping will not be permitted.
15. Comply with GCCISD Dress Code and Code of Ethics.

My signature indicates that I have read the procedures and instructions for Goose Creek CISD observations. I understand and will comply with these guidelines. I understand that it is not a requirement of GCCISD to allow me to observe on any campus. I will provide all the requested documentation and information before I am given any further direction on the process of observing on the campuses. I will respect the confidentiality of the students, teachers, and campus during my time of observation.

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Signature

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Date



**GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

**Eloy Chapa**

ASSISTANT SUPERINTENDENT  
HUMAN RESOURCES

August 27, 2018

Dear Parent/School Volunteer,

As you are aware, the safety of our children is a primary concern to us, and the District appreciates the help of parents to help ensure that our campuses are secure. We value parent and community participation, and we know that our students and staff have benefited greatly from their support. Therefore, we ask that all volunteers as well as employees consent to a criminal history search to make certain that our classrooms are safe for learning. Please understand that this action is not meant to question the integrity of our volunteers but is only an additional security measure. We hope that you will understand our need to do this and will join with us in this effort to protect the children in our care.

The District will implement an online criminal history check process for school volunteers through the TEAMS system and the form is on the District's website at [www.gccisd.net](http://www.gccisd.net), under the "Parents" header. Only one form will need to be completed if a parent has students in several Goose Creek campuses or a parent wants to volunteer on more than one campus. You can complete the online form on a computer in the convenience of your own home, a public library, the courtesy location available on the student's campus, or any location that has access to the Internet.

In addition, the District will continue to use the Raptor system for the identification of persons who have been convicted of sexual crimes. All adult visitors will be required to have a Texas driver's license or other government-issued photo identification; i.e., passports, visas, scanned by the Raptor system prior to visiting any areas where students are located. Goose Creek CISD employees are only required to provide their GCCISD identification badge.

As it is our District policy to conduct criminal history searches on all school volunteers each year, you will complete this process annually in this electronic format. Should you have any technical questions, please do not hesitate to contact Tenecia Harrison at 281-707-3768 regarding the volunteer electronic criminal history form.

The gift of time is the most important one that you can offer the children of Goose Creek CISD, and we value your participation in helping students find success in learning. Thank you for your commitment to Goose Creek CISD and its students.

Sincerely,

Eloy Chapa  
Assistant Superintendent of Human Resources



DISTRITO ESCOLAR INDEPENDIENTE CONSOLIDADO DE GOOSE CREEK

**Eloy Chapa**

ASISTENTE DEL SUPERINTENDENTE DE  
RECURSOS HUMANOS

27 de agosto 2018

Estimado Padre/Voluntario de la Escuela,

Como usted sabe, la seguridad de nuestros niños es lo más importante para nosotros, y el Distrito aprecia la ayuda de los padres para ayudar a asegurar que nuestras escuelas sean seguras. Valoramos la participación de los padres y la comunidad, y sabemos que nuestros estudiantes y el personal se han beneficiado enormemente de su apoyo. Por lo tanto, pedimos que todos los voluntarios, así como empleados accedan a someterse a un historial criminal para asegurarse de que nuestros salones de clases sean lugares seguros para el aprendizaje. Por favor, comprenda que esta acción no pretende cuestionar la integridad de nuestros voluntarios, pero es sólo una medida de seguridad adicional. Esperamos que entiendan nuestra necesidad de hacer esto y se una a nosotros en este esfuerzo para proteger a los niños bajo nuestro cuidado.

El Distrito pondrá en marcha un proceso de verificación de antecedentes penales en línea para voluntarios de la escuela a través del sistema *TEAMS* y el formulario se encuentra en la página web del Distrito en [www.gccisd.net](http://www.gccisd.net), bajo el título "Parents". Sólo una forma tendrá que ser completada si un padre tiene estudiantes en varias escuelas de Goose Creek o si un padre quiere ser voluntario en más de una escuela. Puede completar el formulario en línea en una computadora en la comodidad de su casa, una biblioteca pública, la ubicación de cortesía disponible en la escuela del estudiante, o cualquier lugar que tenga acceso a Internet.

Además, el Distrito seguirá utilizando el sistema de verificación Raptor para la identificación de las personas que hayan sido condenadas por delitos sexuales. Todos los adultos que visiten la escuela deberán tener una licencia de conducir de Texas u otra identificación con foto emitida por el gobierno; es decir, pasaportes, visas, estas serán transmitidas en el sistema Raptor antes de visitar cualquier área donde se encuentran los estudiantes. Empleados de Goose Creek CISD sólo se les solicitará su tarjeta de identificación de GCCISD.

Como es nuestra política del Distrito llevar a cabo una investigación de antecedentes criminales de todos los voluntarios de las escuelas cada año, tendrá que completar este proceso cada año en este formato electrónico. Si tiene alguna pregunta técnica, por favor no dude en ponerse en contacto con Tenecia Harrison al 281-707-3768 con respecto a la forma electrónica de la historia criminal de voluntarios.

La contribución de su tiempo es lo más importante que puede ofrecer a los niños de Goose Creek CISD, y valoramos su participación en ayudar a los estudiantes a encontrar el éxito en el aprendizaje. Gracias por su dedicación a Goose Creek CISD y sus estudiantes.

Atentamente,

Eloy Chapa  
ASISTENTE DEL SUPERINTENDENTE DE  
RECURSOS HUMANOS