



# FIELD OBSERVATION REQUEST GUIDELINES

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## **Process for Approval to Observe in Goose Creek CISD:**

1. Complete the Volunteer Online/Criminal History Check at <https://teams.gccisd.net/volunteer/EntryPointHomeAction.do>
2. Complete and submit the Field Observation Request Form at <https://gccisd.jotform.com/team/human-resources/FieldObservationRequestForm>
3. Submit University or Alternative Certification Program (ACP) program requirements with your Field Observation Request Form.
4. Contact Brooke Bingham, Human Resources Coordinator with any questions at [brooke.bingham@gccisd.net](mailto:brooke.bingham@gccisd.net) or 281-707-3901.

## **Observation Guidelines**

- GCCISD employees must complete the Field Observation Request Form before doing any observations on a campus.
- Observation requests are reviewed on a weekly basis and notifications are made to requestors on Fridays.
- All observers must also fill out the Criminal Background Check, which may take up to a week to process. You will not be able to conduct any classroom observations until this step is complete.
- Once approved as a volunteer, contact the individual campus(es) to schedule observations.
- You must bring your driver's license and obtain a visitor's badge upon entering any GCCISD campus to complete observations. • Remember that all information concerning students is confidential.
- You may not observe in your child's classroom.
- Please respect the campus making the decisions of which classrooms and teachers you will be assigned to observe.
- The campus administrator has the authority to deny or discontinue requests for observation hours.
- Approved observation time frames must be approved annually.
- 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.
- 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.
- 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.
- Requests for videotaping will not be permitted.
- Comply with GCCISD Dress Code and Code of Ethics.