

ALVIN ISD Observation Procedures and Guidelines

1. Please adhere to AISD safety protocols when visiting campus
2. If a campus is placed in Secure Lockdown / Lockdown, all scheduled observations are immediately canceled and will need to be rescheduled
3. It will typically take a minimum of 10 days to process your request to complete observation hours
4. All cell phone use for any purpose during observations is prohibited
5. Professional dress is required for all observers. Admittance to campus may be denied if attire is deemed inappropriate by an administrator
6. Provide the campus with your badge that you will receive from HR once your approval has been met
7. Remember that all information concerning students is confidential
8. You can only observe on the campuses provided to you by the Human Resource contact person
9. You are not to make request for other campuses
10. You may not observe in your child's classroom
11. Respect the campus making the decisions of which classrooms and teachers you will be assigned to observe
12. The campus administrator has the authority to deny or discontinue requests for observation hours
13. Approved observation time frames are by semester and do not extend into another semester
14. 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
15. Be mindful that it is in your best interest to observe in multiple districts to provide you with a better spectrum of experiences