

# GCCISD Observation Guidelines

## Process for Approval to Observe in Goose Creek CISD

1. Contact the Human Resources Office at GCCISD.
  2. Complete the following documentation and return via email to [angela.westbay@gccisd.net](mailto:angela.westbay@gccisd.net), mail, or fax @ 281-420-4310.
    - a. Complete "online" Volunteer Sign-up/Criminal History Check at [www.gccisd.net](http://www.gccisd.net) . Notify Angela Westbay at 281-707-3881 that the form has been submitted.
    - 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 work 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 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 Personnel.
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