

Alief ISD Observations

The observation period begins **September 17, 2018** and ends **April 26, 2019**.

Alief ISD will begin processing observation requests **Monday, September 10, 2018**.

Application Procedures

- 1. Visit Alief ISD Human Resources at 4250 Cook Rd. Houston, TX 77072.**
 - 2. Submit to Alief ISD Human Resources, your:**
 - a. Completed Criminal History Check and Observation Request and Agreement**
 - b. Driver's license or state issued identification card (copy will be made in Human Resources and added to file)**
 - c. University or program letter or syllabus indicating course requirements related to classroom observations; the observation experience must not require teacher or student interaction. The document should have university or program letterhead or name.**
 - 3. Alief ISD Human Resources will perform a Criminal History Check.**
 - 4. Please make sure your email address is included and legible as you will be notified of your approval or denial to observe via email once the background check is complete. This process may take two weeks.**
- Please do not contact HR for status checks.**
- 5. Approved observers will receive a letter of approval for observations, a district calendar for the current school year, a list of campuses, and contact information.**
 - 6. Observers will contact the campuses directly to attain information regarding campus specific procedures for observations and make arrangements with the appropriate campus personnel.**
 - 7. Observers will take their letter of approval and driver's license or ID when observing at Alief ISD campuses.**



Observation Request and Agreement – Criminal History Check

Name: _____
Last First Middle

Other last names you have used: _____ Date of Birth: _____ Gender (circle one): Male / Female
Month Day Year

Social Security #: _____ Driver's License/ID #: _____ State: _____

Address: _____
Street Number Street Name Apartment Number City/State Zip Code

Telephone: _____ Email Address (PRINT NEATLY): _____

Race/Ethnicity (circle one ONLY): White, no-Hispanic Hispanic Asian or Pacific Islander Native American or Alaskan Native Other

Position: **Observation**

University or Program: _____ Anticipated Certification Area: _____

Read and **initial** each statement below as assurance of understanding Alief ISD procedures and guidelines for observations.

_____ All required documentation must be submitted to AISD Human Resources and approved prior to observations on any Alief ISD campus. This includes: Observation Request and Agreement and Criminal History Check, Current driver's license or state issued identification card, and University or program letter indicating course requirements related to classroom observations.

_____ The observation period for the 2018-2019 school year is September 17, 2018-April 20, 2019.

_____ Campus administrators may further restrict or deny observation periods due to special events or circumstances.

_____ Observations are not "field experiences." Observers are limited to watching the classroom teacher as (s)he instructs and manages students in the classroom. Observers cannot teach or interact with the teacher or students in any way while observing on campuses. Teachers may not be interrupted while class is in session.

_____ Observers agree to protect the confidentiality of the students, teachers, and campus while observing and beyond.

_____ Observers must wear professional attire and demonstrate professional behavior at all times.

_____ Observers may not solicit information from any staff member regarding employment or internship opportunities.

_____ Observers should make contact with campus office personnel for observation documentation. Observers will not request signatures from campus administrators or classroom teachers.

_____ Failure to comply with Alief or campus procedures and guidelines may result in the revocation of the privilege to observe in Alief ISD.

My signature indicates that I have read and understand the procedures and guidelines for observations in the Alief Independent School District and agree to comply with the requirements.

Signature _____ Date _____

Section 22.083 of the Texas Education Code allows school districts to obtain, from any law enforcement or criminal justice agency, all criminal history record information that relates to a person whom the district intends to employ in any capacity. The code also authorizes school district to obtain this information for any person who has indicated, in writing, an intention to serve as a volunteer with the district. The information provided is used only to obtain the required Criminal History records. This sheet will not be a part of the applicant's file. Your application cannot be activated until this completed form is returned to the Personnel Office. Offering Equal Opportunity in Employment and Education Programs.



**A UNIVERSITY OR PROGRAM
LETTER OR SYLLABUS INDICATING
COURSE REQUIREMENTS RELATED TO
CLASSROOM OBSERVATIONS MUST BE
SUBMITTED TO ALIEF ISD.**

**A COPY OF YOUR STATE ISSUED
DRIVER'S LICENSE OR ID MUST BE
SUBMITTED TO AISD.**

**APPLICATIONS WILL ONLY BE
ACCEPTED WITH ALL DOCUMENTS.**

2018-2019 Alief ISD Calendar

STAFF DEVELOPMENT/TEACHER PLANNING DAYS

August 7-10, 2018
 August 13-14, 2018
 January 7, 2019
 February 18, 2019
 May 24, 2019

STUDENT/STAFF HOLIDAYS

Labor Day – September 3, 2018
 Columbus Day – October 8, 2018
 Thanksgiving Break – November 19-23, 2018
 Winter Break – December 24, 2018 to January 4, 2019
 Martin Luther King, Jr. Day – January 21, 2019
 Spring Break – March 11-15, 2019
 Good Friday – April 19, 2019
 Memorial Day – May 27, 2019

LEGEND

- ★ First/Last Day
- ◀▶ Begin/End Grading Period
- Student Holiday/Staff Development Day
- Student/Staff Holiday
- * Bad Weather Make-up Day

FIRST DAY OF INSTRUCTION

August 15, 2018

LAST DAY OF INSTRUCTION

May 23, 2019

GRADING PERIODS

August 15 – October 12 41 days
 October 15 – December 21 45 days
 January 8 – March 8 42 days
 March 18 – May 23 48 days

Total Days:

176 days

JULY 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
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23	24	25	26	27	28	29
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OCTOBER 2018						
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28	29	30	31			

NOVEMBER 2018						
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DECEMBER 2018						
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JANUARY 2019						
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FEBRUARY 2019						
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MARCH 2019						
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31						

APRIL 2019						
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28	29	30				

MAY 2019						
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26	27	28	29	30	31	

JUNE 2019						
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23	24	25	26	27	28	29
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