Mansfield Independent School District

A destination district committed to excellence

Department of Human Resources

Document Title: Classroom Observer Code of Conduct, Rules & Expectations
Target Audience: Student Observers, Field Experience Candidates, and Alternative Certification Program (ACP) Participants

1. Overview & Purpose

As a classroom observer in Mansfield Independent School District (MISD), you are granted the privilege of observing instruction and learning environments to fulfill your educational or certification requirements. Observers serve as representatives of their college, university, or certification program and are expected to uphold the highest standards of professional conduct, ethical behavior, and student safety.

2. Student Boundaries & Digital Safety Policy (Strictly Enforced)

- **No Direct or Personal Communication:** Observers are strictly passive observers in the classroom. You must not initiate, engage in, or respond to personal conversations or digital communications with students under any circumstances.
- **Electronic Devices & Mobile Phones:** Personal cell phones, smartwatches, tablets, and laptops must be silenced, turned off, and put away during observation sessions. Using electronic devices for personal reasons during observation hours is strictly prohibited.
- **Prohibition on Texting & Social Media:** Texting, instant messaging, emailing, or interacting on any social media platform with any MISD student—whether during school hours or outside of school—is strictly prohibited and may be reported to law enforcement.
- **Photography, Video, and Audio Recording:** Capturing audio, video, or photographic images of students, classroom instruction, or educational materials is strictly forbidden under federal law (FERPA) and District policy.

3. Professional Demeanor & Classroom Expectations

- **Passive Role:** Observers must maintain an unobtrusive presence. You must not interrupt

classroom instruction, assist with classroom management, grade student work, or administer discipline.

- **Professional Dress Code:** Observers must adhere to Mansfield ISD business casual dress standards. Appearance must be neat, clean, and appropriate for a K-12 professional educational environment.

4. Confidentiality & Legal Compliance (FERPA)

- **Student Privacy:** All information regarding student academic performance, behavior, special education status (IEP/504 plans), personal background, or disclosures observed during your placement is strictly confidential under the Family Educational Rights and Privacy Act (FERPA).
- **Public Discussions:** Observers may not discuss specific students, teachers, or campus incidents by name or identifying characteristics outside the host classroom or on public/social media forums.

5. Campus Procedures & Logistics

- **Check-In Requirements:** Observers must check in at the campus main office upon arrival, present a valid government-issued photo ID along with the official *Observation Clearance Form*, and wear a visitor badge visibly at all times while on campus.
- **Verification of Hours:** Mansfield ISD classroom teachers do not verify or sign off on observation hours. It is the sole responsibility of the observer to maintain accurate records and obtain appropriate administrator signatures as required by their institution.

6. Observer Acknowledgement & Agreement Form

Instructions: Print, sign, date, and submit this completed agreement along with your Classroom Observation Request Form and required program documentation to Taylor Daniels in Human Resources at taylordaniels@misdmail.org (or via fax at 817-548-2153).

Applicant Full Name (Printed):

College / University / ACP Program:

Email Address:

Phone:

Applicant Statement: I acknowledge that I have read, understand, and agree to strictly abide by the Mansfield ISD Classroom Observer Rules and Expectations outlined in this document. I understand that my privilege to observe in Mansfield ISD may be revoked immediately for any violation of these rules. I also understand that violations may be reported to my university or certification program administrator.

Applicant Signature: _____

Date: _____