**General Guidelines for ICC/RHS EDUC 111 Observers at Host Sites**

The criminal background check normally required of student observers is waived for dual credit EDUC 111 since they are currently enrolled at Richwoods High School, Peoria Public Schools District 150.

It is the responsibility of the student observer to initiate contact with a host site to obtain permission to observe at a school and to confirm that a teacher is available and willing to allow a student observer. Teachers must hold current licensure in the state of Illinois. They can be tenured or non-tenured. The school official must complete and sign the **Observation Site Request/Confirmation Form**. The ICC/RHS student will submit the completed form to the dual credit instructor for approval. Once approved, two copies of the form will be given to the student – one for the student and one to be given to the host school for their records.

Host sites may include all accredited public and private PreK-12 schools in the state of Illinois. Classrooms may be regular education, special education, gifted/talented education, honors classes, and AP classes.

**Restrictions: Cooperating teachers must not be:**

* **Family members of the student observer**
* **Personal or family friends of the student observer**
* **Student teachers**

**Students are discouraged, but not prohibited from, observing former teachers. This practice is discouraged because it may be difficult for the student to objectively observe the teaching practices of a former teacher.**

Once a school site is approved, the student will meet with the cooperating teacher and together, they will complete the **Observation Agreement**. The ICC/RHS student will submit the completed form to the EDUC Program. Upon submission, two copies of the agreement will be given to the student – one for the student and one to be given to the cooperating teacher.

**Restriction: Students are not allowed to observe a classroom in which a family member (child, sibling, niece, or nephew) is enrolled.**

The ICC/RHS student observer will also sign a **Conduct and Confidentiality Agreement** which must be submitted to the EDUC Program before beginning the observation. Signing this form indicates consent to conduct oneself in a professional manner and to safeguard the confidentiality of all information obtained about the school, faculty, staff, and students. Once signed and submitted, a copy of the agreement will be given to you.

**THE ROLE OF THE ICC/RHS STUDENT IS TO OBSERVE ONLY**. ICC/RHS student observers are not to engage in any teaching-related activities while observing. Prohibited activities include: taking attendance, tutoring, grading tests or assignments, entering grades into a gradebook, supervising students, or any other activities that may put the student observer in a teaching-related role.

ICC/RHS students are expected to comply with all policies and procedures at the host school. They are expected to be well groomed and appropriately dressed for the school setting. Any inappropriate behavior that is reported will be investigated and **may result in removal from the observation site**.