What to Expect on the Day of the CLASS® Observation

Third-party CLASS® observations will be performed by certified, reliable observers who have had in-depth training in how to conduct the observation. Observers are staff members and contractors of the Picard Center for Child Development and Lifelong Learning at the University of Louisiana at Lafayette. They are trained to execute the protocols developed by the Louisiana Department of Education, Teachstone® and the Picard Center. At least two weeks before the scheduled observations are to begin, the Picard Center emails electronic letters to the site principals and/or directors and carbon copies the Community Network Lead Agency contacts. It is imperative that site principals and/or directors inform staff members that observations will occur.

Upon arrival at the site, the observer will report to the administration office and:
- Introduce themselves to office staff and administrator (if available),
- Present identification and sign-in on appropriate site documentation,
- Present a *Child Care Criminal Background Check* determination letter,
- Verify classroom information with administrator/director or designee (i.e., classroom locations by age, ensure 50% of enrolled children are in attendance),
- Verify the correct spelling of the teacher's name,
- Receive an **updated daily schedule** for the classroom being observed and
- Request access to a quiet space for four, 10-minute scoring cycles (pre-K only).

Sites are asked to report any scheduling conflicts to the Picard Center before the observation window begins. Based upon site-reported optimal learning times, the CLASS® observation typically starts at the beginning of the school day and continues throughout the morning for approximately two hours (100-120 minutes). The total time the observer is present at the site is dependent upon the daily schedule and extracurricular activities.

The following activities, 'pull-outs, and specials' **will not** be observed:
- Physical Education,
- Music,
- Computer,
- Library,
- Art,
- Cafeteria-based meals,
- Toileting in pre-K classrooms where the whole classroom visits the toilet together,
- Outdoor recess **is not** included in pre-K observations but is included in infant and toddler observations (as per Teachstone® guidelines).

Upon entering the classroom, the observer will introduce themselves and request an updated daily schedule (if they have not received one from the office). Based on the daily schedule, the observer will plan for the observation/scoring. The teacher should notify the observer of any schedule deviations, which may affect the observation. The observer may be accompanied by a second observer to shadow score simultaneously. The primary purpose of this shadow score is to ensure inter-rater reliability, which has no reflection of the quality of the site being observed nor alters the score.

The observation will consist of **four 20-minute observation cycles** each followed by **10-minute** scoring cycles (average 120-minute total time) for pre-K and toddler observations and **four 15-minute observation cycles** each

followed by **10-minute** scoring cycles (average 100-minute total time) for infant observations.

In pre-K classes, when possible, the observer will leave the classroom to complete each 10-minute scoring cycle. If a quiet space is not available at the site, the observer may sit outdoors to complete scoring. This is not an opportunity to collect additional observational data for pre-K observations. In order to minimize distraction in infant and toddler classrooms, Picard Center follows Teachstone's® recommendation that observers remain in the classroom when scoring. If observers remain in the classroom, they will turn their back on the class and quietly complete the scoring. If children approach an observer, they will kindly redirect the child into classroom activities.

Observers **will not**:
- o Ask teachers to change schedules, move rooms, wake up children or rearrange children or groups
- o Engage in back-and-forth conversations with children or teachers
- o Conduct observations during the 10-minute break time between cycles
- o Conduct more than four cycles of observations
- o Use their phone during the observation
- o Share feedback immediately following an observation

If an observation is unable to be completed due to non-compliance by a site, the Picard Center will notify the LDOE immediately. Any issues or concerns with observers should be reported to earlychildhood@la.gov or to the Picard Center for Child Development classactull@gmail.com. In the unusual circumstance of any suspected abuse or neglect observed at the time of the observation the observer must report the observed behaviors to the Department of Children and Family Services as mandated by law.

At the conclusion of the observation, the observer will confirm with the teacher that the observation is complete. ***There will not be an exit interview after the observation,*** however, general feedback on the highest and lowest scoring CLASS® dimensions for infant observations and the two highest and two lowest scoring CLASS® dimensions for pre-K and toddler observations will be available on the Louisiana Department of Education's Early Childhood portal within 2 weeks of the observation being conducted.

Any questions or concerns about the observation procedures can be addressed to Kara Farmer-Primeaux at the Picard Center at 337.482.1569 or classactull@gmail.com.

<u>Sample Third-Party CLASS® Observation Feedback</u>

UNIVERSITY of **LOUISIANA** LAFAYETTE | **Picard Center**

Community Network: Site Name/Site Code
Date: Teacher Last Name. Teacher First Name

PreK 3rd Party CLASS™ Observation Feedback

Emotional Support:	Score
Classroom Organization:	Score
Instructional Support:	Score
Total Domain Average:	Score

Highest Score: Positive Climate

2nd Highest Score: Instructional Learning Formats

Lowest Score: Concept Development

2nd Lowest Score: Quality of Feedback