



# Natchitoches Parish Early Childhood Network



## 2023-2024 CLASS Observation



**2023-2024 Observation Protocol Guidance:** The Department of Education encourages all community network lead agencies to utilize in person observations wherever possible. Lead Agencies take into account public health considerations when scheduling and planning observations.



The **CLASS** observation typically starts at the beginning of the school day and continues throughout the morning for approximately (100-120 minutes). *The total time the observer is present at the site is dependent upon the daily*

- Observers will request and comply with the health and safety procedures required by each site, inclusive of participating in any required health screenings that the site conducts upon entry to the facility prior to each observation visit.
- Observers will maintain appropriate social distancing throughout the observation.

### Arrival at the site, the observer will report to the administration office and:

- Introduce himself/herself to office staff and administrator (if available),
- Present identification and sign-in on appropriate site documentation,
- Present a Child Care Criminal Background Check (for licensed centers only),
- Request to review site health and safety protocols to ensure compliance,
- Work with administration and/or teacher to determine the best place to sit or stand during the observation (understanding that observers may need to stay in one place due to social distancing protocols),
- Verify classroom information with administrator/director or designee (i.e., classroom locations by age, ensure 50% of enrolled students are in attendance),
- Verify the correct spelling of the teacher's name,

**Arriving at the classroom,** the observer will introduce himself/herself and request an updated daily schedule (if they have not received). 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 or alters the score. However, while Louisiana remains safe, in-person observations should be planned according to standards for safety and health to limit the impact of observers on the classroom group size.

**After Observation** Lead Observer will discuss the best option to debrief observation with the teacher.



**Scheduling conflicts:** Report to the Natchitoches Parish Community Network/Lead Agency and Lead Observer prior to the observation window.