

Guidance for Completing the CLASS Observation Plan and Schedule

Fall observation period: August 1, 2015 – December 15, 2015

Spring observation period: January 1, 2016 - May 15, 2016

All Toddler and PreK classrooms shall be observed twice, including special education classrooms. Each classroom shall be observed once in the Fall observation period and once in the Spring observation period, as required in [Bulletin 140](#).

PREPARING THE OBSERVATION PLAN AND SCHEDULE

You will need:

- A list of all sites and number of Toddler and PreK classrooms at each site (*consider the age of the majority of the children in the class if it is a mixed-age classroom*)
- Lead teacher's name for each Toddler and PreK classroom
- Classroom name for each Toddler and PreK classroom
- Certified Toddler ONLY CLASS Observers and number of observations to be completed by each with available dates
- Certified PreK ONLY CLASS Observers and number of observations to be completed by each with available dates
- Observers who are certified in BOTH Toddler and PreK CLASS and number of observations to be completed by each with available dates
- List of all holidays, special event days, field trips, picture days, etc.
- Hours of operations for each site

CONDUCTING OBSERVATIONS

Keep in mind:

- The same CLASS instrument will be used for both the Fall and Spring observation periods in the same classroom (*e.g., if the Toddler CLASS was used in the Fall for a classroom with a majority of Toddlers, then the Toddler CLASS will be used again in the Spring*)
- The CLASS instrument used in special education classrooms will be based on the chronological age of the majority of the children in the classroom and not their developmental age
- Observations should occur in the morning at the beginning of the day (*with the exception of half day programs that begin in the afternoon*) and last for approximately 2 hours including scoring time
- It is recommended that observers complete no more than one observation per day
- The appropriate scoresheet (PreK or Toddler), CLASS manual, and the Tri-fold *Dimensions Overview* should be used during the observation
- Conduct four (4) observation cycles, 20 minutes each (*includes taking notes during each cycle*)
- Assign scores immediately after each cycle; takes approximately 10 minutes
- If interruption occurs (e.g., fire drill) discontinue the observation cycle (*this cycle may be scored provided at least 10 minutes of observation has been completed*)
- Optimal times for observations: whole/small group, center time, routines/transitions, snack/mealtimes
- Scores should not be assigned for recess and outdoor free play for PreK classes
- Scores may be assigned for outdoor play for Toddler classes
- Use the [Observation Debriefing Form](#) or your alternative form to provide feedback and plan support for the teacher

- Submit observation results to the Department's CLASS system within 10 business days after the observation has been completed

RELIABLE DATA

You must ensure:

- All observers hold current CLASS certification as required by Teachstone appropriate for the classroom that they are assigned to observe
- Community Network conducts inter-rater reliability observation checks for 10 percent of all observations (*Inter-rater reliability occurs when two observers produce consistent observation results for the same classroom at the same time – should be noted on schedule template*)
- No observer shall conduct an observation in which the observer is an immediate family member, as defined in R.S. 42:1101, of a teacher in the classroom being observed or an immediate family member of an individual who supervises or provides training or technical assistance to a teacher in the classroom being observed or has a direct financial interest in the site where the classroom is being observed