**2020-2021 Local Observation Protocol for [insert school system name]**

**Updated on [insert date]**

The Department asks all participants in the K-2 CLASS® Pilot to prepare a written local observation protocol that meets the minimum requirements included in this document.

For the 2020-2021 school year this plan should also be sensitive to the impacts of COVID-19, and include protocols for conducting observations following OPH and LDOE guidelines.

Each school system shall submit this written annual plan for coordinated observation using CLASS® for Department approval no later than October 30.

School systems should refer to the [2020-2021 Guidance for Implementing CLASS® in K-2 Classrooms](https://www.louisianabelieves.com/docs/default-source/year-long-planning/k-2-class-pilot-guidance-for-2020-2021.pdf?sfvrsn=8e43911f_9) when completing this document. Completed forms should be submitted to EarlyLiteracy@la.gov.

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| **2020-2021 Local Observation Protocol:****Assurances** |
| [Insert school system name] agrees to develop a plan and process to coordinate and conduct local observations reliably and without conflict of interest.[Insert school system name] agrees to read the [2020-2021 Guidance for Implementing CLASS® in K-2 Classrooms](https://www.louisianabelieves.com/docs/default-source/year-long-planning/k-2-class-pilot-guidance-for-2020-2021.pdf?sfvrsn=8e43911f_9) in its entirety, implement and train observers on protocol requirements, which includes that participants will:* Develop and implement a coordinated observation plan for participating sites;
* Provide an observation schedule by entering all required CLASS® observation information into the CLASS® portal;
* Develop a process to review observer schedules for schedule conflicts, conflicts of interest, or other concerns, adjust observer schedules accordingly, and communicate those adjustments to observers and sites;
* Conduct CLASS® observations in all participating classrooms this school year-- typically one observation shall occur during the fall observation period, if the classroom is in existence on October 1, and the other shall occur during the spring observation period, if the classroom is in existence on February 1; and
* Submit all CLASS® observation results to the Department by December 15 for the fall semester and May 15 for the spring semester
 |
| **School System Representative**Signature (Digital Signature Allowed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **[Insert school system name]:****2020-2021 Plan for Coordinated CLASS® Observations** |
| **What protocols are in place to ensure that all participating classrooms receive an observation visit during the 2020-2021 observation period? (Consider scheduling, COVID-19 related concerns, and informing observers and sites of any changes.)** |
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| **What protocols are in place to ensure that observers are reliable?** |
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| **What protocols are in place to ensure that observers follow all CLASS® observation recommendations and requirements as outlined in the** [2020-2021 Guidance for Implementing CLASS® in K-2 Classrooms](https://www.louisianabelieves.com/docs/default-source/year-long-planning/k-2-class-pilot-guidance-for-2020-2021.pdf?sfvrsn=8e43911f_9)**?** |
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| **What protocols are in place to ensure that observers maintain inter-rater reliability and fidelity considering that shadow scoring cannot take place during onsite in-person observations during Phase 1-3 of reopening during the COVID-19 pandemic?**  |
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| **Which of the following observation methods are being implemented during the 2020-2021 observation period?** (select all that apply) |
| \_\_\_ On-site in-person \_\_\_ Live video conference \_\_\_ Recorded video |
| **What additional protocols have been put into place to facilitate observation visits during 2020-2021?** *(Include protocols for each observation type selected above.)* |
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| **How have members of the participating sites been included in the development of these protocols?** |
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| **How have observers been informed or trained to follow these protocols?** |
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| **How were these protocols shared with sites and teachers?** |
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| **What challenges did you experience in planning and what challenges do you anticipate in executing observation visits?** |
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